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ART COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Neighborhood Arts Program

NEIGHBORHOOD ARTS PROGRAM REPORT APRIL 1983

NAP Director Alfonso Maciel has been on vacation since April 18 and will return to work on May 9. This report is therefore more a Status Report than a Director's Report.

Business Volunteers For The Arts

On Monday April 4, following the Art Commission meeting, Alfonso attended a meeting of the Business Volunteers for the Arts. It is anticipated that the NAP and the SFNAC will work with this organization although the exact nature and extent of our involvement is yet to be determined.

Alfonso as T.V. Celebrity

Tuesday April 5th Alfonso taped a segment for the Rev. Cecil William's show "Vibrations". The Director of Everybodys Creative Art Center in Oakland was also a guest on this half hour show that aired Saturday April 23. The discussion focused on the importance of community arts and the misguided notion that community arts is of lesser significance that "fine art".

Visit by NEH's Chairman William Bennett

The tour of the Mission Cultural Center was a success. Mr. Bennett having shown particular interest in the Center's Graphics Department. The tour was followed by the presentation of the revised slide show and a question and answer session. I'm sure the Commissioners who were in attendance will agree that Mr. Bennett left San Francisco with a favorable impression of the Art Commisison and its projects.

CARNAVAL

San Francisco continued its newly established tradition of celebrating Spring's arrival with Carnaval. Again this year Alfonso served as a reviewing stand judge.

The Bayview Opera House hosted a Carnavalito in their courtyard on the weekend prior to the parade and the Mission Cultural Center's float and contingent of dancers and musicians was one of the finest in the parade.

Mural Resource Center

The Office of Community Development has approved an award of approximately forty eight thousand five hundred dollars ($48,500) for the Mural Resource Center in Fiscal Year 83-84.

Submitted April 28, 1983

Loretta Kruger
Administrative Assistant

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City and County of San Francisco

Art Commission

Dianne Feinstein
MAYOR

Claire N. Isaacs
DIRECTOR

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NEIGHBORHOOD ARTS PROGRAM

DIRECTOR'S REPORT AUGUST 1983

CULTURAL FACILITIES COMMITTEE

Commissioners Duncan and Peterson met with Staff and Board Representatives of the Cultural Centers on August 10, 1983. The focus of the meeting was the agreement between the Art Commission and the Non-Profit Boards of the Cultural Centers. The draft of this agreement has been researched and written with input from Judy Teichman(City Attorney). Discussions sought to clarify issues of equipment ownership and loans, insurance coverage of persons and premises,and transfers of staff from City payrolls. To date, none of these issues have been resolved.

Discussion also took place on the roll of the Neighborhood Arts Consortium, dual funding responsibilities, and additional needs to clarify funding commitments. These questions were in relation to contingency budgets that have been submitted to the Art Commission Director from the four (4) Cultural Centers,and the Consortium's budget submitted by Alfonso Maciel.

The next Cultural Facilities Meeting is scheduled for September 14, 1983 at 10:00 am in the Conference Room of the Art Commission.

THE BAYVIEW OPERA HOUSE

The Center's Advisory Board is reviewing their Policy Manual and researching the Bylaws and Articles for incorporation. The Advisory Group will be adding two (2) new members to their board.

Programming highlights: July 30th, a graduation tribute to community members, a very successful and well attended variety show. August 25th, an outdoor Festival that included performances and demonstrations. This event was honored with the visit of Director, Claire Isaacs. Art and Modern Dance Classes have been held weekly in addition to Senior Classes and Film Shows.

SOUTH OF MARKET CULTURAL CENTER

The Master Plan has been reviewed by the Fire Marshall. Dick Broder will be submitting a progress report to the Art Commission shortly.

Programming Update: The Gallery Space at SOMAR began featuring Paintings of Ed Handleman, Thomasina de Maio and William Webb on August 20, 1983. This show will run through September 10th. All Commissioners are encouraged to attend.

Further, the Theater recently concluded Borgia's production of the Tragedy and Passion of St. Anne of Oakland after a five week run.

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WESTERN ADDITION CULTURAL CENTER

The newly elected Board of the Center will be selecting a Program Director shortly. The staff position openings have been posted and interviewed for hiring which will commence September 18th. The new policies and procedures that have been worked on since July, are almost complete. Board representatives and Resident Companies representatives are working on programming and donations systems. The Master Plan, Phase Two (2) will require the input of the new Program Director. The building's exterior painting, that includes a very creative facade design, should be completed during September. The reopenning celebration date has not been confirmed.

The Western Addition Cultural Center has been awarded three (3) Artist in Residence grants from the State Arts Council. The artists are Dewey Crumpler (Visual Arts), Xam Wilson Hayes (Literary Arts) and Barbara Asante (Dancer).

MISSION CULTURAL CENTER

The Mission Cultural Center is preparing a plan to accomodate the renovation work. Classes and productions will be reduced temporarily during the renovation. The construction of partitions and relocation of programs within the Center have been more difficult than forseen. This is because the order for new fans and installation systems for the dance classes have not been filled for eight months and public works is not giving us any date in which they will be available.

The renovation schedule has been delayed for a few weeks because of discussions between Dick Broder and Oscar Marciel which proposed changes in the Master Plan. Following these discussions, a letter of clarification was requested by the Board of the Mission, from Oscar regarding the proposed changes.

Programs, workshops and theater productions have been extremely well attended. The Center was awarded several Artist in Residence grants from the California Arts Council for the coming term (83-84), and the residents are Alleluia Panis (Dance), Robert Kikuchi-Yngojo (Music), Ray Telles (Film), Jaime Jaimes (Theater), John Sances & Rene Castro (Graphics) and Betsy Miller-Kusz (Visual).

Also, Jose Robuio is now working as Master Technician at MCC on a full-time basis. Soon to be hired is a ¼ time person responsible for building security.

CHINESE CULTURAL CENTER

The Neighborhood Arts Program's,Community Service Staff,is working with an advisory group which is represented at the Chinese Cultural Foundation Meetings.

This advisory group will assist in developing programming such as co-sponsoring the Artist in Residence and developing a donation-bookeeping system with the Foundation. Programs in the last month included:
The Asian Women of America Poster Exhibit which is being held in the Community Room through September 10th. It is co-sponsored by Kearny Street Workshop and NAP. Excellent Community response to the show to date. Also, The NAP Chinese Cultural Program participated in the HOP JOK FAIR on August 27th. Therein, the program set up a booth advertising the NAP. The Booth was informative.

ADMINISTRATIVE NEWS

We are working with Wilfredo Cantano on two slide shows, one for the Cultural Centers Programs and sites, and the other for the Support Services to the community. The two slide shows will be available for documentation and meetings. These shows will be provided on a loan basis.

FUNDING NEWS

The NEA Confusion, regarding the applications made to Expansion Arts for 1983-84 is getting clearer, thanks to the outstanding efforts of Claire Isaacs, to resolve pending issues.

The 1984-85 NEA application has a due date of October 15th. All parties concerned are in agreement that the proposal should be submitted through Friends of the Arts on behalf of the Four Cultural Centers. The new request format will make funding available for administrative and support staff salaries for the Centers. The NAP office proposes to coordinate the NEA proposal with the assistance of the Program Directors of the four (4) Cultural Centers. NAP is requesting a resolution from the Commission to proceed.

OTHER CULTURAL NEWS

NAP Staff proposes to coordinate a special participation show for the Arts Festival. This project would showcase Artist in Residence in the Cultural Centers and in the Community at large. The artists in visual and performing Arts have been selected by CAC review panels. Special consideration will be requested from the Art Festival for exhibit space cost.

We are also researching the possibility of applying to NEA for a City Arts grant. Eligible in this category of funding are City and County Governments. It is desighned to encourage local government arts agencies to provide financial and technical assistance to the Community Based Arts Groups. Additional information has been requested from NEA.

City and County of San Francisco

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Dianne Feinstein
MAYOR

Minutes

Claire N. Isaacs
DIRECTOR

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NEIGHBORHOOD ARTS PROGRAM

DIRECTOR'S REPORT SEPTEMBER 1983

CULTURAL FACILITIES COMMITTEE

Commissioners Duncan and LaRocca met with staff of the Cultural Centers on the 14th of September 1983. The focus of the meeting was on the agreement between the Arts Commission and the Cultural Centers. A Fee Statement that had been reviewed by Judy Teichman, City Attorney, was given to the Program Directors for their board's review. The Non Profit Board and staff are also working on a new Donation Fee Structure for 1983-1984. Discussion took place on equipment loans, staffing and Insurance clauses that would need to be included in the agreement. Debrenia will be preparing a second draft of the agreement to be reviewed for the next meeting. Other agenda items were NEA 1983-84 ($90,000). Wilfredo Castano, photographer, is working on the NEA Documentation.

Oscar Maciel presented a new plan for the elevator to be located in the front lobby of the building rather than on the side. This new elevator placement will make the building upper floors more accessible to handicapped persons. Commissioner LaRocca recommended, that once the plans are ready that Dick Broder should go over them with Commissioner Vendensky. The next Cultural Facilities meeting will be Wednesday October 12th at 9:00 AM.

THE BAYVIEW OPERA HOUSE

The Center's Advisory Board will be working on a 3 year plan to be completed in the beginning of the year. The graffiti on the south wall has been painted over by a community worker.

Programming Highlights:

Precious Gems - Sept. 18th 200 people in attendance. Two other events, a Talent Show & a"Lady Mar"presentation were also well attended. A special reception took place for Father Goode. The reception was attended by Supervisor Kennedy.

SOUTH OF MARKET CULTURAL CENTER

The Master Plan was reviewed by City Architect Mr. Levy. Mr. Levy is requesting that a document be attached to the Master Plan, that will require research as to the right away usage between 8th Street and the building. The question seems to be one of "permanancy" in the right away from Cal Tran.

Program Highlights:

The gallery of Contemporary American Indian Art opened their door on September 24th. The first show reception will be Saturday, October 8th from 1:00-5:00 PM. It will feature Jean La Marr, Jack Malotte, and Ken Banks. The gallery space also had an opening on September 27th for Markus Hub and Brian McPanthon, 200 people attended.

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MISSION CULTURAL CENTER

A meeting took place between Dick Broder and Oscar Maciel, to review the new Mission Cultural Center elevator placement. Other changes in the Master Plan that are also proposed by Oscar Maciel will be reviewed in a special meeting between Dick Broder and Commissioner Vendensky on Wednesday the 28th.

Mission Cultural Center Highlights:

Attendance		
150	Sept. 3&4	Puppet Show sponsored by Mission Cultural Center
200	Sept. 9	Gallery Reception - Chilean Political stitchery
300	Sept. 11	Benefit for Los Peludos with Orquesta Batachanga & Trovadores de la Costa
1000	Sept. 18	MCC coordination of the Harrison Street Stage at the 5th Annual Cultural Festival (24th Street Merchants)
250	Sept. 30	Concert with Chilean singer/composer Patricio Manns.

WESTERN ADDITION CULTURAL CENTER

Board representatives and Residencies Companies are still meeting on new program policies. The board personnel committee completed their second interviews and the Program Director's hiring is imminent. New NAP Staff descriptions have been posted. They are a coordinator for the Theatre and Gallery; a Building Master Technician for the facilities operation and maintenance and two part time office managers. The visual and performing organizations that are in residence at the centers have participated in new facilities guidelines and criteria for Gallery, Theater and Office Space. Their participation has been extremely valuable to the new policies that are now in place.

NEIGHBORHOOD ARTS PROGRAM

California Arts Council:
Debrenia Himes attended the California Arts Council (CAC) Northern California Conference on Friday, September 23, 1983 at the Richmond Art Center in Richmond, California. The Conference format was a one day Forum focusing on administrative and technical aspects of sponsorship and artists duties in this grants program. As a sponsoring organization, NAP, was informed of CAC's resources, administrative procedures, and technical requirements in fundraising, and publicity areas. The Conference was an overall success and an important information roundtable. This year, NAP is the proud sponsor of CAC Visual Artist Fran Valesco. Ms. Valesco will be offering free silk screen classes to the public this fall at the South of Market Cultural Center.

Slide Show Service:
Wilfredo Castano, photographer, has been documenting programs at the Cultural Centers over the past few weeks in preparation for a NAP information slide presentation. NAP will begin working on a script for the slide show and thereafter make it available to the public.

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Dianne Feinstein
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Joan Ellison-Wong
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NEIGHBORHOOD ARTS PROGRAM

DIRECTOR'S REPORT OCTOBER 1983

CULTURAL FACILITIES COMMITTEE

Report attached as Addendum I. Next meeting will take place at 45 Hyde Street, Conference Room, November 9th at 9 AM.

THE BAYVIEW OPERA HOUSE

The Center Advisory Board met with Debrenia to continue on bylaws and articles for incorporation. Facilities maintenance- all doors have been repaired. Equipment needs- turn table and xerox machine.

Programming Highlights:

October 1rst - Martial Arts Demonstration (Lady Mar Production-Marlene Harris) Attendance 250.

October 21rst- Senior Escort 5th Anniversary, sponsored by the Police Dept. representatives from the Mayors Office presented awards. Director, Zemma Meacham, received The Certificate of Honor, the highest honor given by the Board of Supervisors. Attendance 200.

SOUTH OF MARKET CULTURAL CENTER

At the request of Mr. Levy, City Architect, we are assisting Dick Broder in preparing a document to attach to the Master Plan, giving more detailed information on the right away between 8th Street and the property.

Programming Highlights:

Support Services: The four Support Services departments are currently working on the development of their individual Advisory Committees. Each SSA department has representatives from the community who are actively involved in the future development of each Support Service. These committees act as community representatives to the Friends of Support Services, providing a direct liaisonship between the department and the Board of Directors.

Graphics: Andrea Kassof, Graphics Assistant, is now teaching a free workshop in Gestetner printing on Saturdays at SOMAR. Cultural Center staff are encouraged to attend these day long workshops, which show how to set up design, cut stencils, and print on the Gestetner machine.

Murals: Kathie Cinnater is returning to Mural Resource Center after a leave of absence for back problems. The new hours to reach Kathie at MRC are: Monday-Wednesday 1-5pm.

Gallery: The Eyes and Ears Foundation presented a successful opening and show, beginning Oct. 15th and running through the 5th of November. This show is a retrospective of billboards produced through Eyes and Ears since 1977.

The next show "CITIES", a photography exhibit using the urban site as theme. The show is comprised of the work of over 15 photographers from the Bay Area and beyond. The show is scheduled to begin November 12th.

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SOUTH OF MARKET CONTINUED:

Poetry: The Gallery Space Poetry series continues with a reading of Native American poetry from poets John Trudell and the Tribal Voice, Wilfredo Castano, Janice Mirikitani, and Tom LeBlanc. The reading is scheduled for November 11, (Friday) at 8PM.
Dance Studio: Currently using Dance Studio space are, George Ledesma, the S.F. Classic Dance Troupe, and Tu-Pac-AMaru.

MISSION CULTURAL CENTER

Renovation Master Plan review has been set for November 2nd. This third review should give a focal understanding and deadline as to where renovation could proceed. The revised Master Plan only addresses changes on the first floor, undecided :new elevator location, a concession area, a new stage and backstage space design. Equipment needs: another typewriter.
Programming Highlights:

The MCC's Fall Semester of classes and workshops began Oct. 11th with 32 classes in Dance, Music, Theatre, Visual Arts, Media Arts, Cinematography, Crafts and Literature. 19 of these classes are FREE; 12 are Fee. Of the free classes, 16 are offered by California Arts Council Artists-In-Residen
Productions: MCC Productions enjoyed a profitable month with the production of "Blood Relations" by the local theatrical group TOUR DE FORC This production included a full stage set, props, professional Equity Actors, etc.. The play has received some very good reviews from the press, and has brought the MCC visibility in communities outside the area.
For the coming months, the Center will feature El Teatro Pantomima de Cuba, Orq. Batachanga and Grupo Folklorico Tambokuba, Kalilang, and their 7th Annual Christmas Celebration.

WESTERN ADDITION CULTURAL CENTER

Renovation: The facade painting is completed. We have received an authorization of occupancy. The final inspection is scheduled for the first week of November.
Staff: The staff has not been hired. The personnel committee and Program Director, Yvonne Ladson, will be meeting shortly on this issue. Yvonne was introduced at the Cultural Facilities Committee meeting. She spoke there of her aspirations, her past community experience and of consulting experience on environmental issues. The residency organizations who have continued working in the facility are working on a new calendar of activity.

CHINESE CULTURAL CENTER

Julie Cheung, Community Organizer for NAP, is working with Jill Manton on a special reception for the Totlot Installation day in Portsmouth Square. The NAP Advisory group at the Center is developing new programs and reviewing policies and procedures.
Programming Highlights:

The Chinese Music Concert, held in October, hosted approximately 300 people. It was the first concert for the musicians in the United States. The musicians and audience were very pleased that Claire Isaacs attended.

CHINESE CULTURAL CENTER CONT.:

New Work Schedule Started in October: The Advisory Board approved a new work schedule for Julie Cheung. It will be 1:30 - 9:30 PM instead of 2 PM to 10:00 PM. The Board pointed out that the culture events such as music concerts, Dance performances and other culture events may end later than 9 PM, thus Julie and Mr. Moy may have to stay later than 9:30 PM.
Chinese Women of America Exhibit sponsored by Chinese Culture Foundation: Claire Isaacs came to see the Exhibit on the same day as the ChineseMusic Concert was held. The Project Director of the Exhibit, Judy Young, gave her a tour of the Exhibit. Claire enjoyed it very much and gave favorable comments. The exhibit lasted through October 15th.

NEIGHBORHOOD ARTS PROGRAM

Administrative News:

Mural Resource Center: continued negotiations are taking place with the office of community Development on the job bill Mural Project. ($100,000 allocation) A new implementation plan of all projects currently funded will be submitted shortly.
Responsibilities Defined: Debrenia and I are working on new responsibiliti definitions from this office toward the Cultural Centers and will be working with the Program Directors on similar responsibilities definitions These new clarifications will assist us in personnel, budgetary processes, and operation of facilities. To facilitate communication we have meetings between program Directors and the NAP office. Debrenia is working very diligently on the building maintenance allocation and the work orders through public work, however, the system of backlog is such that to receive faster responses from Public work we would need to be an emergency type service rather than a cultural.
Funding News: Assisting Claire Isaacs in budget reviews, past and future, for the fund raising committee. The Graphic Department assisted Friends of the Arts in the printing of the fund raising folders.
Other Cultural News: NAP will be giving a signed poster to Roger Boas at the Confederation of the Arts special noon presentation on Saturday 5th of November. The poster is in recognition of the very important support the NAP and the Cultural Centers have received from the Hotel Tax Fund.

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Dianne Feinstein
MAYOR

Claire N. Isaacs
DIRECTOR

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NEIGHBORHOOD ARTS PROGRAM

DIRECTOR'S REPORT-NOVEMBER 1983

CULTURAL FACILITIES COMMITTEE

Report attached as Addendum I. Next meeting will take place on December 9th at 45 Hyde Street, Conference Room, at 9:00 AM.

THE BAYVIEW OPERA HOUSE

The Bylaws and Articles for Incorporation are ready and the Advisory Group will be submitting the forms to Sacramento shortly. The Master Technician and a part/time office manager left their positions and both positions have been posted in the Community at large. Hiring will take place within the next two (2) weeks.

Program Highlights:

October 1rst - Martial Arts Demonstration (Lady Mar Production-Marlene Harris Producer) Attendance 200.

November 1-30th - Dance Classes and Workshops ongoing. Workshops include Painting, Rollerdance, Creative Arts, Exercise Art, French, and Drama.

SOUTH OF MARKET CULTURAL CENTER

The Master Plan was reviewed by representatives of the Board and Staff. Mr. Broder made a presentation of new Theatre and Gallery Space to be built within the back portion of the building. The Master Plan that has developed will be presented to the full Arts Commission after review by Claire Isaacs on November 25th. Several suggestions were made by the Board Representatives. Mr. Broder will be assessing the possibilities of integrating the suggestions in the plans. A strong plea was made to include more seating in the Theatre space. This solution was seen as an opportunity to raise more funding at events.

Program Highlights:

GALLERY: The Eyes and Ears Foundation presented a successful opening show, beginning Oct. 15th running through the 5th of November. This show was well attended and projected a retrospective of billboards produced through the Eyes and Ears since 1977.

Following this show 'CITIES' a photography exhibit using the urban site as theme was held. The show began November 12th and ran through the end of the month. It was warmly received by the community and enjoyed tremendously by the 100's of people that viewed it.

POETRY: The Gallery Space Poetry series continued with a reading of Native American poetry from poets John Trudell and the Tribal Voice, Wilfredo Castano, Janice Mirikitani, and Tom LeBlanc. The reading was held November 11, (Friday) at 8pm.

DANCE STUDIO PROGRAMMING: Currently using Dance Studio space are George Ledesma, the SF Classic Dance Troupe, and Tu-Pac-Amaru.

CLASSES: Leo Valledor began his CAC AIC drawing class on Saturday at SOMAR, on November 5th. All classes have been held free to the public and due to its popularity, reservations have been recommended.

11/83

MISSION CULTURAL CENTER

The maintenance workers from Public Works are installing new fans on the second and third floors. The fire sprinklers installation is now proceeding after a four week delay. The Center was flooded after a four week storm. A major overview of the plumbing installation has been requested from maintenance. The Master Plan has been finalized and will be presented at the next NAP Committee Meeting.

Program Highlights:

GALLERY: The MCC's Galeria Museo is currently without funding, and has been for approximately 5 months. A committee was formed to determine the next steps that the gallery will take in order to continue operation. This will be the first time since the Gallery's opening that there will be NO exhibition or installation. Therefore, the staff and Gallery Committee have decided to have a "NO SHOW" on Friday December 2, 1983. This will be a benefit for the gallery, exhibiting no art on bare walls in the main gallery, along with a laser light performance by CAC Artist Nancy Gorglione. On the small gallery wall will be exhibited all posters, brochure etc. which have been collected, documenting the gallery's exhibits since its opening. This affair will be a fundraiser that hopefully will enable the gallery to reopen for shows in the near future.

MCC PRODUCTIONS: The month of November has evidenced a setback in Teatro Latino, MCC's Resident Theatre, since a performance of the Cuban Theatre Teatro Pantomima de Cuba had to be cancelled due to financial and personal reasons. Despite this setback, MCC has had a few very successful events which include the Nov. 6th Orquesta Batachanga where approximately 300 persons attended, and the audience enjoyed the presentation of local as well as internationally known artists in the festive fundraiser. The group provided funds for the use of the facility, equipment and technical services, as well as collaborated with the MCC Graphics Department. Also, an important film was shown in English and Spanish at the MCC: "The Day After". Approximately 350 persons attended the film, and the Center received a great deal of publicity on major media T.V. stations. On 11/22/83 there was a conference held by the same organization who sponsored the film showing in order to discuss the feelings people had about the film and its message.

WESTERN ADDITION CULTURAL CENTER

The building is almost ready for a public reopening. An urgent plea has been made to Public Works to repair a very stubborn roof leak. This roof problem was not part of the renovation, however, it will need to be included in the second phase of work to be done before more damage is done to the space. The Master Plan for the 2nd and 3rd floor will also be reviewed at the next NAP Committee.

The Cultural organizations housed at the Center and the Artists in Residence are planning numerous programs to start shortly.

CHINESE CULTURAL CENTER/ NAP

Program Highlights:

A reception for the Contemporary Chinese Painting Exhibit was held on Nov. 11th and the 15th. It had over 400 people in attendance on each day. A symposium was held on Saturday, Nov. 19th, and was attended by 250 people. The Exhibit is sponsored by the Chinese Culture Foundation.

Another Exhibit "Cutting the Queue" will be co-sponsored by NAP and Kearny Street Workshop from Dec. 9 through Jan. 28, 1984 at the Chinese Culture Center. A reception for the artist will be held Friday, Dec. 9th from 4:30 PM to 8:30 PM at the Chinese Culture Center. The Program for the reception will include JAZZ music. Julie Cheung is setting up the Program for the artist.

NEIGHBORHOOD ARTS PROGRAM

I regret to inform the Arts Commission that Debrenia Madison-Himes resigned on 11-30-83. Debrenia was extremely helpful on many issues that had been unresolved for the past year. Debrenia will be seeking to enter private practice. To replace her and not loose the momentum acheived in the last few months, I have asked Felerine Bongolan, Assistant to Bernice Bing, to take the position of Assistant. Fe, will be bringing a lot of administrative and artistic skills. Our hope is to make this transition without delaying any of the work in progress. NAP is requesting a Civil Service contract to hire Kathy Cinnater so Kathy can administer the new 1984 Job Bill Mural Project. The position of Mural Resource Director is now open for hiring beginning in December.

FUNDING NEWS

NAP submitted a fiscal report to the Finance Committee of the Arts Commission. The report included a cash flow sheet for October to December 1983, and staff cost differentials between fiscal years 83-84 and 84-85. The Program Directors of the Cultural Centers, the Support Services Director and the NAP staff are developing a budget for future fund raising. The report also explained the cash flow problem of NAP from March to May. The Committee made a fiscal recommendation to assist NAP in this special request. At the meeting, Commissioner Nemerovski suggested that these funds be requested next year in the Consolidated Fundraising Committee.

OTHER CULTURAL NEWS

NAP made a presentation at the Art Festival Round Table on a Proposal For Two Special Projects to be incorporated into the Art Festival. Please find attached the proposed projects. The California Arts Council is very interested in showcasing the work of the Artists in residence. The Artists participation will integrate many organizations in the Arts Festival and bring another kind of audience to see the work of these artists whom they have been working with during the past year.

NAP
the neighborhood arts program
a project of the san francisco art commission

November 20, 1983

NEIGHBORHOOD ARTS FESTIVAL:

PROPOSAL FOR TWO SPECIAL PROJECTS TO BE INCORPORATED INTO THE ARTS FESTIVAL

The Neighborhood Arts Program will be coordinating the projects with the assistance of the Arts Festival and the California Arts Council Staff.

PROJECTS DESCRIBED:

1. California Art Council Artist in Residence Program:

   This Project will showcase California Arts Council San Francisco Artists in the community, schools, and institutions working in visual and performing arts mediums.

   (Funding has been requested from the Arts Commission's fundraising committee) and NAP has committed some support from its budget.

2. San Francisco Cultural Centers:

   This Project will require a special section of the Arts Festival to be reserved for the Cultural Centers. This project would solicit the participation of the Cultural Centers that are listed in the San Francisco Arts Resources Publication.

The Neighborhood Arts Program recommends these two (2) projects to increase the participation of the arts organizations in San Francisco by showcasing the artists in residence working in the schools and in the social institutions. Further, these projects will highlight the cultural programs existing within the City as a whole.

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Art Commission

Dianne Feinstein
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Claire N. Isaacs
DIRECTOR

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NEIGHBORHOOD ARTS PROGRAM

DIRECTOR'S REPORT DECEMBER 1983

CULTURAL FACILITIES COMMITTEE

Report attached as Addendum I. Next meeting will take place at 45 Hyde Street, Conference Room, January 18 at 9am.

FACILITIES REPORT

Bayview Opera House

The Advisory Committee of the Bayview Opera House is in the process of developing a three year plan. A new part-time Office Manager has been hired. The part-time Master Technician position is available at this time. The staff of Technical Services dept. started teaching technical workshops at the Bayview on December 18.

Program Highlights: Workshops - Excercise, Roller Dance, Creative Arts, Modeling, Jazz Dance, Technical Equipment, Basic Art, Kung Fu, Theater, French

South of Market Cultural Center

The Master Plan as proposed by Dick Broder was received at the Cultural Facilities Committee meeting. This plan integrates the requests made by the Board of the South of Market. The building's main problem is the roof. Presently, there are more than twelve leaks in the Gallery Space and offices. Needless to say, the roof is the top priority on the list of renovations.

Program Highlights: December 15th - reception for "The Refrigerator Show", an installation exhibition using the refrigerator as theme with works by twenty-seven Bay Area artists. Music at the reception was provided by The Leftovers.

December 22 - reception for the installation piece entitled "Maximum Security" by artist Richard Kamler.

Both shows will be running concurrently until January 14th.

Support Services - A get-together of producers, community members, and artists who all have worked with the Technical Services department came to the newly-renovated loft of Technical Services on Dec. 6th, to look at slides of past events, talk about future planning, and discuss future goals of the Technical Services department. From this group, an Advisory Committee will be formed for Tech Services.

Mission Cultural Center

The renovation has started and the sprinkler system is 60% completed. Oscar requested a new date for the renovation to start on the 1st floor. We are now working with a three-month delay. Oscar gave input on the Master Plan presented at the NAP meeting. The new floor planning for the theater space is now improved with an elevator in the front part of the building, using areas for the stage, a bet-

ter designed storage space and new dressing room areas. Reduced programming area will be available during renovation. It is the hope of the board of MCC that 362 Capp could house a portion of the programs that have been offered at the MCC.

Program Highlights: December 2 - "The NO Show" - a benefit for the Galeria Museo of the MCC. A Laser light performance was featured among the highlights of the show (by CAC artist Nancy Gorglione), as well as a small exhibit of all posters and brochures of the Galeria's past events.

Due to lack of funding, this is the first time that Galeria is not programming a regular arts exhibit. A committee is being formed to determine the next steps that the Galeria will take in order to continue its operation.

Western Addition Cultural Center

The Center's newly-renovated area re-opening has been delayed by the contractors. The checklist has been by Mr. Broder and the City Inspector. A second visit is scheduled for the beginning of January. A limited amount of programming is happening on the second and third floor. Attached is an article published by the Examiner on the SSA-Costume Bank on the Bank's activities and staff (December 1983).

Chinese Cultural Center

Program Highlights: December 9 - reception for the retrospective show by artist Jim Dong called "Cutting the Queue". The exhibition will continue until the 28th of January. The reception had an attendance of over 250 guests.

Technical training seminars are now being offered free at the Chinese Cultural Center, for people interested in learning about, and provide technical assistance for the Chinese Cultural Center. This class is ongoing. For further information, call Julie Cheung at 957-1146.

Neighborhood Arts Program

The agreement between the Art Commission and the non-profit boards is in its final form. I have asked Debrenia Madison-Himes to assist in their completion. We are hoping to have a final draft in the City Attorney's office by February. Kathie Cinnater's contract was approved by Civil Service and the Mural Resource Center will be hoping to have James Hinochi Kuromiyo on board when the funding is transferred from the Office of Housing and Community Development.

Funding: NAP staff and Program Directors have been extrememly busy on the NEA Expansion Arts Proposal. NEA has requested that the Cultural Centers submit proposals under the sponsorship of each of their non-profit boards. The Bayview Opera House will be submitting their proposal under the Friends of the Arts fiscal cover because their non-profit status will not be clear until spring. Each grant will request $22,500. to make a $90,000. total. The budgets include 20% of staff, maintenance and supplies costs.

Hotel Tax Fund proposals are due January 31st. A new funding format has been strongly suggested by the Hotel Tax Fund Administration this new strategy follows the last two years of decentralization of the Neighborhood Arts Program responsibilities toward the Cultural Centers. The grant proposal has been proposed and recommended and will need the Art Commission's approval.

Other Cultural News: The State Arts Council is requesting that NAP and the State Local Partnership coordinate the annual planning meeting of the Artist-in-Residence Programs of San Francisco. Unfortunately the Western Addition Cultural Center's new theater is delayed in its re-opening, and therefore, we have requested the Art Institute for use of its gallery space. The meeting is for January 12,(the time to be announced - tentatively set for the afternoon). At this meeting, we will announce the Artists-in-Residence projects of the Arts Festival.

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NEIGHBORHOOD ARTS PROGRAM

DIRECTOR'S REPORT - FEBRUARY 1984

CULTURAL FACILITIES COMMITTEE

The Committee met on February 14, 1984. Present were Commissioners Duncan and Paterson. After a facilities report, a discussion took place on Friends of the Arts fees for services and the agreements that are in the fiscal draft between the Arts Commission and the Cultural Centers non-profit boards. (Minutes were sent to the Commissioners. Next meeting of the NAP Committee is March 14, at 9am.

FACILITIES REPORT

Bayview Opera House: A new Office Manager has been hired. Her name is Marie Franklin. Marie will be in charge of bookkeeping, statistical information, and will be assisting Mrs. Meacham in programming responsibilities. The Center was visited by Arco representative, Mr. Grinstein, who had the opportunity of visiting with the seniors who were practicing at a rehearsal of the Senior Choir.

Program Highlights: A new schedule of classes at the Bayview is featuring a series of classes in dance (ballet, jazz, and Afro Haitian) taught by Ms. Judith Holten. Auditions are now taking place for the production of "Jubilee West", a musical which will be presented at the War Memorial Opera House.

Two performances were staged in honor of Black History month. The first was produced by St. John's Auxiliary, and the second, entitled "Footprints" was produced by Bayview staff, Marie Franklin and Fred McKenzie. The productions, presented on the same day, drew an audience of over 250 people.

South of Market Cultural Center: The Center has made a request to DPW to overhaul the electrical system of the building, particularly the mezzanine area and silkscreen studio on the main floor.

Support Services for the Arts: The staff completed their six months evaluation and planning meetings with the Program Director Bernice Bing and NAP staff. Graphic Services is working on the second issue of the Arts Commission newsletter, due to be printed in March. The SF Costume Bank is working on developing a slide 3-D slide show to take place at the South of Market Cultural Center. The proceeds of the show will go to benefit the Costume Bank. The Mural Resource Center - Kathleen Cinnater has begun a series of meetings on the implementation of the Jobs Bill murals, funded by the Office of Housing and Community Development. These murals are scheduled to be completed by the end of the year.

Program Highlights: Exhibiting currently at Gallery Space is a show of works by Frances Valesco (mixed media prints) and Keiko Nelson (Cast paper installations). The show will be running from February

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18th to March 10. An opening reception held on February 18 drew an estimated 225 people to the Gallery.

The American Indian Contemporary Arts Gallery (formerly the Gallery of Contemporary American Indian Arts) is exhibiting the works of Leatrice Mikkelson and Leonard Harmon. The show is running from February 2 to March 2. The reception for the show was held February 25, where a traditional Indian blessing was given to the works and the new gallery.

Mission Cultural Center: Program Director Oscar Maciel is back and diligently working on a five-year plan for the Cultural Center, to be completed in June. Renovation for the Center is on schedule, with the staff amd organizations on site now familiar with the future expansion and renovation to take place.

Program Highlights: A presentation of poetry and song were some of the highlights at "Canto Sandino" at MCC, on February 24. Featured were the groups Los Peludos, Canto Tierra, American Indian Drummers and Sergio y Guillermo. Poets from the literary group, Grupo Pedrada recited from their works.

MCC production continued in their series of free technical workshops for the community. Featured this month was a workshop in stage lighting called, "Lighting the Actor", taught by Master Technician Jose Rubio.

Western Addition Cultural Center: The Center should be open momentarily. The board of Directors of the Western Addition has appointed a board representative to oversee staff to be hired by NAP. Their recommendation is to hire four part-time staff for building maintenance, gallery, theater and office manager. The Board is meeting weekly with the Program Director to work out differences. The arts organizations, board members, and interested community artists will be invited shortly to give their final input to Phase I of the renovation's second and third floor work. In question are the dance floor space, the Costume Bank and office programming spaces yet to be developed.

Chinese Cultural Center: The NAP staff is assisting Julie Cheung (NAP Chinese Cultural Center staff) on the Hotel Tax special summer grant for the Hop Jok Fair.

Program Highlights: The Chinese Spring Festival (in celebration of the Chinese New Year) was held at the Cultural Center on February 11th and 12th. Approximately 10,000 attended this event over its two-day span, and were entertained by tradtional Chinese music and dance, the face-painting techniques of the Chinese Opera, foods of Shanghai, and demonstrations on the cooking of traditional foods (a noodle-stretching demonstration).

Neighborhood Arts Program: Debrenia Madison-Himes will be working on the agreements of the South of Market and Mission Cultural Center. The City Attorney has been requested to prepare the insurance section of the agreements and the Bayview board, and the Friends of the Western Addition Cultural Center will give their final input.

Both Fe and I have been requested to assist many organizations and individual artists who are applying to the California Arts Council Artist-in-Residence for community work, (ie, Laguna Honda Hospital multi-residency, Artists in the Schools) work site recommendations, assistance with proposals and documentation. In the Cultural Centers we are assisting the Program Directors and the Neighborhood Arts Consortium Board of Directors on a joint proposal to the Zellerbach Family Fund.

Funding News: The San Francisco Foundation has notified the NAC fiscal manager that their grant for $25,000 has been approved.

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NEIGHBORHOOD ARTS PROGRAM

DIRECTORS REPORT MARCH 1984

CULTURAL FACILITIES COMMITTEE

The Committee met on March 14th. Present were Commissioners William Paterson and Robert LaRocca. After a facilities report, a discussion took place on the Arts Commission and the Cultural Centers agreements.

The agreements are in their final stages. Debrenia Madison-Himes is working with board representatives and the plan is to have the agreements finalized by April 18th.

Keith Grand, Risk Manager for the City recommended an Insurance Broker, Mary Lai. The boards of the Cultural Centers will need to contract for program insurance before June 30th.

The next Cultural Facilities Committee will be on April 18th at 45Hyde Street at 9am.

FACILITIES REPORT

Bayview Opera House

The building is in need of an official sign. The sign design needs to be submitted to the Landmarks board for their approval. We are looking for a person or service who would be familiar with landmark regulation. The facility also needs to be painted, (last painted in 1975). The Department of Public Works will be soliciting bidding on this project, and the costs will be paid from the maintenance allocation.

Program Highlights: Rehearsals are now underway for "Jubilee West", to open April 7th at the War Memorial Theater. The Bayview Opera House will present an evening of gospel music featuring the Soulful Gospel Singers, the Oakland I.C.C. Community Choir, Jean Skinner's Singers, the McDaniel Sisters, and the Omega Airs. This show is on April 8th at 3:30 pm.

Mission Cultural Center

Renovation is on schedule, with program planning taking place between staff, workshop instructors, and artists in residence for the fall programs. Oscar Maciel will be making a request for sharing space with Parks and recreation at their new cultural facilities to be built at 25th and Harrison. The Cultural Center will be unable to do programming on the 1st and 2nd floors with renovation underway.

Program Highlights: A newly-designed Calendar of Events developed by the MCC Programming Committee has been printed this month to be distributed to the community for the spring season. Events highlighted for March are a free lighting workshop for the community, a film showing by Casa El Salvador, a concert in celebration of International Women's Day, and a special concert with Ana Gilda Leon of Venezuela, and five other women artists.

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South of Market Cultural Center

Center Program Director Bernice Bing and I attended the Finance Committee meeting of February 29th. Calvin Malone made a presentation about the facilities and their programming. Both the Mission Cultural Center Phase II and South of Market Phase I allocations were approved at a subsequent meeting of the Board of Supervisors.

Program Highlights: The Red Flag Theater, a resident company at SOMAR, is planning a benefit performance March 27 at 8pm at the new Theater SOMAR, the experimental theater space adjacent to the Gallery. Proceeds from the benefit will go to their production of The Dumb Waiter, by Pinter, performing later this year. A special audition for Teens Kick-Off Program is also scheduled for this month, with casting for a touring teen theatrical company doing plays written by teens about their experiences with recovery from drug and alchohol addiction. Fifteen to twenty performers will be selected for this company. Currently showing at Gallery Space is an exhibit of six artists from Sacramento now through April 7.

Western Addition Cultural Center

The Board of Directors and resident companies are planning for a theater opening on April 7th. The parking lot has been cleared of disabled cars and the building maintenance is under the guidance of Victor Suarez, who has been extremely busy getting the facility in shape. The Gallery Coordinator Dario Bosley is also planning for an April 7th opening Dario is now in the process of forming a Gallery Advisory Committee.

A second meeting to review renovation Phase II will be called shortly, and space-sharing will be necessary on the 2nd and 3rd floors from September to February.

Program Highlights: CAC Artist-In-Residence Dewey Crumpler, currently teaching classes in painting and drawing at WACC, will begin working on the mural to be painted on the parking lot side of the building. This mural is funded through the CDBG Jobs Bill program, and will provide training and experience for young artists interested in the art of mural painting.

Chinese Cultural Center

The Advisory Committee is meeting regularly to work on policies and procedures and to plan programs for the CCC. A series of concerts to raise funds for this year's Hop Jok Fair are in the planning stages.

Program Highlights: An exhibit of Chinese painting is now on display at CCC, entitled "Sentimantal Painting", with works by artist Victor HSU Yao. This exhibit is showing now until April 28.

Neighborhood Arts Program

In this month, Fe and I have been working with the Program Directors on a number of proposals. These are: the Zellerbach Family Fund, which we submitted for $20,000 for assistance to the Cultural Centers administrative costs, a California Arts Council Artistic and Administrative Development grant on behalf of the Neighborhood Arts Consortium for 60% administrative and 40% artistic staffing costs. We are completing a five-part proposal to the Bank of America for specific projects at the Cultural Centers and a special project at the Civic Center to showcase the California Arts Council's Artists-in-Residence, from the communities, schools,

and institutions during the Arts Festival. The Cultural Centers projects are: a mini-bus tour of San Francisco murals during the Arts Festival (Friends of Support Services for the Arts) a special festival for youth at the Bayview Opera House, a Summer's End Festival at the Western Addition Cultural Center, and an exhibit of works at the Galeria Museo.

The Centers' Program Directors are also planning to participate in the Civic Center with performances and exhibits.

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NEIGHBORHOOD ARTS PROGRAM

DIRECTOR'S REPORT APRIL 1984

*NEIGHBORHOOD ARTS COMMITTEE

The Committee met on Wednesday, April 18th, 1984. Present were Commissioners Duncan, and Nemerovski, the Program Directors from the Cultural Centers, Oddie Palmer, President of the Board of the Bayview Opera House, Heinze Ludke, President of the Board of FSSA. This meeting we had hoped to finalize the written agreement to be recommended for adoption by the full Commission. However, City Attorney Judy Teichman recommended that the agreement be modified. The new format will be mailed to each board for their review and we hope for recommendations at the meeting of May 16th.

*In the last two years this committee changed title without official reasons. Mr. Duncan made the recommendation that the meeting be returned to its original name, the Neighborhood Arts Committee meeting and that cultural facilities be part of the agenda to be referred to when needed.

FACILITIES REPORT

Bayview Opera House

The dressing room ventilation work is in progress. A request has been made to repair water damage and an estimate is being prepared by DPW for painting the exterior.

Program Highlights: The Meacham Choir premiered its annual production of "Jubilee West" at the War Memorial Opera House, April 7th. The Soulful Gospel Singers performed at the Bayview Opera House on the 8th, and on the 14th, the San Francisco Senior Choir gave a performance, followed by a luau on the 28th in celebration of their upcoming tour of Hawaii.

Mission Cultural Center

A meeting was held at the Center with Dick Broder, City Inspector Bill Taylor and staff to work out plans to continue programming at the Center while the renovation program begins in October (Phase II). After discussion it is apparent that entire sections of the first and second floors will need to be totally off limits, while other areas, such as the third floor can be programmed. The difficulty is access to the third floor while all stairways are to be renovated and walls need to be erected to keep the public away and safe from the reconstruction. The plans are ninety-five percent completed, and bidding will proceed as planned. The priorities of funding for items such as chairs for the theater and finishing work such as painting, and partitions are not listed as priorities.

Program Highlights: The Educational Component will be adding a few more classes for the summer. These are: Basic Guitar, Flamenco, Ballet-Modern and a Salsa-Latin Jazz Workshop. Most classes are reaching capacity point, and Mision Grafiea will begin an additional semester in June.

NEIGHBORHOOD ARTS PROGRAM - DIRECTOR'S REPORT April 1984 (cont'd.)

The FMCC Programming Committee is currently working on several proposals which will fund a series of Latin American Classical Music concerts and recitals for the month of July, as well as host a special free concert in August of the Mexican aerial ballet group, The Papantla Fliers. A bi-monthly calendar of events, published by MCC Productions.

South of Market Cultural Center

A letter was mailed to the Greyhound Corporation owners of a lot adjacent to the building. We are asking Greyhound to clean up the lot that is littered with debris. A small fire was started a few weeks ago, and no effort has been made by Greyhound to clean up the lot. The area is not fenced in.

Program Highlights: The San Francisco Dance Troupe is now the resident dance company at SOMAR. Presently, they are using the dance studio once a week for rehearsal. The exhibit, "Six Painters" ended on April 7th with a positive response from local buyers from the Trade Show Center and Gift Center, who are interested in soliciting more work from these talented artists. Painter Robert McChesney's works are currently on display from April 13th to May 14th.

Resident gallery American Indian Contemporary Arts had a successful reception April 25th for their new show, "Native Images", a photographic exhibit. Resident theater company Red Flag Theater opened its new production of the Harold Pinter play, "The Dumbwaiter" and other revue sketches by Harold Pinter.

Support Services: The San Francisco Costume Bank has had a successful enrollment in the Pattern Drafting classes, held every Tuesday and Thursday. Class sessions are four to six weeks long, dependent on the experience level of class participants. This session will conclude April 26th.

Western Addition Cultural Center

The April 7th opening was a sellout, and the production currently at WACC, "Billie's Song", is drawing over 70 people for every show. The Buriel Clay Theater now a regular schedule of programming for the next three months. The Sargent Johnson Gallery is currently exhibiting a show entitled "Ulotrixan", paintings and drawings by artist Kemit Amenophis. The gallery has three new shows upcoming these next few months.

The Friends of the Western Addition Cultural Center are now in the process of soliciting resumes and interviewing for a new Program Director. In order to clarify the role of the board, staffing, board members residency and community access, I was requested to prepare two reports for the Mayor's Office Program Manager.

The Cultural Center is planning for the second phase of renovation on the second and third floors. A program space planning meeting has been called for May 7th for the board, residence companies, and artists-in-residence, to work out sub-space sharing during renovation.

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New equipment is needed in the theater, and the dance studio will need to be relocated to the third floor. Renovation does not include partition work, dance floors, equipment, or finishing work. A work priority list is in the process of development.

Chinese Cultural Center

Julie Cheung is coordinating many community programs in the Chinatown-North Beach area. Statistical reports show an increase in participation in events, show openings, and workshops. Julie is sponsoring a drawing a painting contest with the local community child care centers. Judging will take place shortly,and awards will be presented May 10th. The award-winning work by these children will be on display at the Center.

Neighborhood Arts Program

Fundraising: The Zellerbach Family Fund awarded $4,500 per Cultural Center for the Program Directors salaries, and $2,000. for the fiscal manager. Through Friends of the Arts, the Cultural Centers are requesting staff salaries and programming support from ARCO. The proposals will be in shortly. Special thanks to Claire Isaacs for her great Los Angeles contacts. With the assistance of Commissioner Nemerovski , the Centers will be submitting a five-part proposal to Hewlett-Packard for performing arts support and salaries of staff and management training for board and staff.

Staff Transfer: Fe and I are working with the NAC President and Fiscal Manager on fiscal procedures, fiscal planning and reports with Cultural Center staff and the treasurers of the non-profit boards. We hope to insure a smooth transition of staff from NAP to the individual Cultural Centers.

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DIRECTOR'S REPORT - Neighborhood Arts Program - June 1984

NEIGHBORHOOD ARTS COMMITTEE

The Committee met on June 20th. Please see attached minutes. A schedule for July to December meetings will be mailed once a consensus is reached among Committee members on a specific date and time. A special Round Table meeting, as suggested by staff, may take place as early as September 1984.

FACILITIES REPORT

Bayview Opera House

Program Highlights: The Bayview Opera House staged a successful one-day outdoor celebration of Juneteenth on June 16, 1984. Included were performances and presentations by resident companies and Bayview performing groups. An estimated 1,500 attended this festive event.

Western Addition Cultural Center

The Arts Commission has accepted the low bid on Phase II of renovation work. The costs include: demolition, structural finishing work, plumbing, fire protection and electrical work at the total cost of $200,000. The alterations, as recommended by staff are floor tile on the 3rd floor, interior paint, exterior paint, roll-up garage door, patching of concrete window sills, and Bauer pipe. Support for this project is $36,000. $35,000. will be kept in reserve for contingency. The total cost for this renovation will be $236,000. The Center will start renovation work on the 2nd floor the 1st of October. The dance floor, currently on the 2nd floor will need to be moved before that time.

Program Highlights: "Prophets and Heroes", a concert of dance, music and poetry featuring the Wajumbe Cultural Ensemble, opened for a limited engagement at the Buriel Clay Theater June 8, 9, and 10th. This performance marks the 13th year of productions for Wajumbe.

On June 16, WACC began its Saturday Afternoon Film Series. On top of popular feature-length films, a special showing of films by Black filmmakers is also being presented. Included in this program are: "I Remember Beale Street" the SF premiere of Reginald Brown's documentary on the forces and the people who helped shape Beale St. In Memphis as the birthplace of the "blues". Also, Brown's most recently completed work, "Up and Coming" which premiered on PBS last year.

The Sargent Johnson Gallery exhibited "The Mask Series" by Horace Washington June 2-23rd. Following this show are a series of paintings by Seitu Din entitled "Family Ties". This show will run from June 30 to July 21. Opening reception for this exhibit is June 30.

CAC Artists-in-Residence Xam Wilson-Hayes has begun her series of writing workshops offered free through the CAC Artists-in-Residence Program. This workshop, on Black Fiction writing is being conducted on Saturdays from 12noon to 2pm. Classes are free.

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CAC Artist Deborah Asante is currently auditioning children for the Children's Radio Theater production of "Poochie" by Ted Pontiflet. This production will be broadcast over KPFA.

Mission Cultural Center

A meeting will be taking place shortly to resolve the programming space need during renovation and to make recommendations to either close the facility for a few months how to best accomodate partial programming in specific areas of the center.

Program Highlights: The Kalilang Kulintang Ensemble, directed by CAC Artist-in-Residence Robert Kikuchi-Yngojo staged a benefit performance at the center June 8,9, and 10th. Proceeds will go to further productions of the Kalilang Ensemble this year.

Los Trianeros, flamenco dance troupe from Spain, performed at the center June 23rd. This concert, along with the Kalilang concert, is another in a continuing series of events sponsored by MCC Productions, the Mission Cultural Center's performance coordination department.

South of Market Cultural Center

A modification to the previous agreement has been prepared by Dick Broder. It will include professional services for the: 1) structural rehabilitation; 2) new roofing and insulation; 3) fire protection; 4) modification to existing electrical systems. The budget of costs will be as follows:

1)	Structural repairs	$180,000.
2)	Roofing and Installation	100,000.
3)	Fire Protection	40,000.
4)	Electrical Modifications	40,000.
5)	General Contractors Admin.	25,650.
6)	Insurance	5,130.
7)	Gen. COntractors Overhead/P.	25,200.
8)	Contingency	41,300.
9)	Escalation	16,370.
10)	Bureau of Archit./Const. Mgmt.	41,000.
11)	Consultants	48,650.
	TOTAL BUDGET (rounded)	$563,300.

It is estimated that work on the facility may begin in March or April of 1985.

Program Highlights: Gallery Space concluded its show of paintings and sculptures by artists Deborah Fay and Charlot Lanier on June 15th. Following this exhibit, Michael Schemchuk's installation and performance piece "Metrachrome" was staged for a one-day performance on June 23rd. This work, which combines visual, aural, and dance elements, will be performed again at the Marin Community Playhouse in November of this year.

Support Services for the Arts

Graphic Services completed production on the special expanded edition of "Expo-See" in time for the Democratic National Convention and the Summer Olympics. This edition will highlight gallery events throughout the city during the summer months and was funded in part through a special grant from the Publicity and Advertising Fund for summer projects.

Technical Services Director Ernie Rivera is meeting regularly with Arts Festival staff to plan and coordinate staging and equipment for

this year's Arts Festival. Tech Services staff was recently involved in providing technical assistance to the SF Urban Fair while continuing to provide programming to the community-at-large.

The Mural Resource Center project, the CDBG Jobs Bill Murals are now underway at the following sites: 1) Western Addition Cultural Center, 762 Fulton St., artist-Dewey Crumpler; 2) 3199 Mission St. (at Fair), artist - Arch Williams; 3) Dimasalang House, 50 Rizal St., artist - Johanna Poethig; 4) Martin Luther King Center, Third and Carroll Sts., artist-Horace Washington. The MRC is also in the process of developing the mural map for the upcoming Summer Mural Tour scheduled to begin mid-July in time for the Democratic National Convention. This project is also funded in part through the P and A Funds for summer projects.

The preparations are now underway for the Costume Bank benefit 3-D Fashion Show to be held at SOMAR's Gallery Space 7/3/84 at 8pm. Performing at this event will be the Gay Guerillas and the Sha-Dow dancers.

This month, Fe and I submitted a new grant to the National Endowment for the Arts - Expansion Arts Program - Services to the Field category for the Support Services for the Arts. This is the first time the SSA has applied to this category, which is a difficult one to receive funding from. A concerted effort by SSA and FSSA staff consolidated statistical information, and documentation including slides, posters, and videotapes such as "Anatomy of a Mural" (MRC), "Samba in the Streets" (Techs) and "Art Notes - Murals". Special thanks to John Roszak and Kathy Brew of KQED, and Jan Heynecker of USA Video for their cooperation and assistance in assembling this documentation for a challenging grant.

Chinese Cultural Center

The regular series of classes at the Chinese Cultural Center continue with instruction in: Chinese Classic Lion Dance, Chinese Folk Dance, Instrumental Music, and Martial Arts. NAP Coordinator Julie Cheung is currently working with NAP staff and Arts Fetival Intern Saam Rafaat to develop the Chinese Cultural Center's exhibit at the Arts Festival, to include local artists and craftspeople. Planned are demonstrations in Chinese calligraphy, kite-making, stone carving and Chinese folk dance.

Neighborhood Arts Program

Fiscal news: Our cash flow problem with the late payment from the NEA was finally resolved and we have been extremely busy closing the accounts and paying the bills for all the Cultural Centers. In the next fiscal year, fiscal activity for the Cultural Centers should be greatly reduced, the NAP staff transfer from Civil Service to non-profit payroll will be completed by July i, 1984.

The budget that was prepared in 1983-84 was inaccurate and allocations that were made to the Cultural Centers should have been labeled "proposed", rather than actual allocation. Raymond Wong, Arts Commission Accountant was extremely helpful in smoothing out NAP's sometimes complicated transactions.

The Cultural Centers have not submitted their fiscal priorities, as requested by Friends of the Arts, and project descriptions for fundraising for next fiscal year are still forthcoming.

We have sent letters of inquiry to the NEA-Challenge Grants Program, whose funding cycle this year will include the category of Expansion Arts. A subsequent phone inquiry from Karen Perkins of the Challenge Grants

Program about our organization and the Cultural Centers and Support Services followed. We have sent along current information about these programs for their review.

New Business: Fe and I will be working on an in-depth annual report , utilizing this year's statistical reports on which areas have been served and which need to be served by the NAP. We will be using this report as part of the planning for the Neighborhood Arts Round Table meeting that will take place in the fall.

The Arts Festival projects (the California Artists-in-Residence showcase and the Cultural Centers/Support Services display) are underway with the assistance of intern Saam Rafaat from San Francisco State. Funding, however, is limited, and we are still waiting for word from the Bank of America Foundation for further support of these two showcases.

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Neighborhood Arts Program

DIRECTOR'S REPORT - August 28, 1984

NEIGHBORHOOD ARTS COMMITTEE

The meeting of the NAP Committee was held on August 15th, 1984. (See attached minutes). The next meeting will take place September 19th at 9am.

CULTURAL CENTER MANAGEMENT

The Neighborhood Arts Program staff has streamlined the facilities maintenance report and the program activity report with two forms. (See ATT. A - activity report/ATT. B - facility rep

This system of reporting activities, facilities maintenance, and program statistics are now in place with the Cultural Centers' staff. However, the first reports are due at the Neighborhood Arts Committee meeting September 19th. This will delay information by one month, but this new system will be a better way of documenting programs. We have attached the above-mentioned forms for your information.

CHINATOWN NEIGHBORHOOD ARTS PROGRAM

Julie Cheung is working with her Community Advisory board on a new program plan for this year' events, workshops, and gallery exhibitions. The Chinatown Neighborhood Arts Program budget for this year will be $18,288., for salary, health benefits and a small continency fund. Fundraising plans for this year may include a concert series and film series.

NEIGHBORHOOD ARTS PROGRAM PROGRAMMING PLAN - 1984-85

In this fiscal year, we are proposing to coordinate a number of programs and projects (description attached). We have submitted a proposed budget to the Friends of the Arts for fundraising. We will be reviewing our plan at the Round Table meeting in October for input and comments from outside organizations, staff and commissioners attending this meeting. For this meeting, we plan to have our 1983-84 Annual Report and a complete overview of the Cultural Centers' renovation. (See ATT. C - Program Plan outline/ATT. D - Program Plan budget)

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DIRECTOR'S REPORT - OCTOBER 1984

NEIGHBORHOOD ARTS COMMITTEE - October 17, 1984, 9AM, 45 Hyde Street (See attached minutes) The next meeting will take place November 21st, 9AM, 45 Hyde Street.

CULTURAL CENTERS - Bayview Opera House
The bidding and contracting plans for restoration of the exterior and interior is still in process. Mrs. Meacham reported that the first rains did damage to the second floor east side.

Program Highlights: Rehearsals are beginning for the next season of "Jubilee West", and a new production entitled "La Creole" to be presented in the spring of 1985 at the War Memorial Theater. Currently utilizing space at the BVOH are the SF Senior Ccommunity Choir who conduct weekly rehearsals of their group, WOMACK, a performing company, and the Jamboree group.

Mission Cultural Center
The Mission Cultural Center staff felt that it was important to move the majority of programs sponsored by the California Arts Council at the beginning of the program date, October 1st. The renovation bidding process has been delayed, but technical clarification is needed on a two-hour ceiling protection and the access that would be needed if the existing existing mezzanine is to be called a fourth floor.

The programs still needing an alternate space are the graphics department and film production programs and workshops. Negotiations were started on a space located at 456 Shotwell. This space would be shared by another organization (T-shirt printing). Other alternate spaces that are still in negotiation is the new Park and Recreation site at 25th and Treat, which will be completed in November. For the present, the renovation work is being delayed by the request to make the "Mezzanine" an official fourth floor. For the renovation purposes if the mezzanine becomes a fourth floor it will require additional stairs access and more funding.

South of Market Cultural Center
Preliminary documentation of the work to be done at the site is in progress. Mr. Broder came to the facility last week. The final plans will be completed shortly.

Program Highlights: Red Flag's production of "Paradise is Closing Down" ended its month long run with a strong audience attendance each night and encouraging reviews from both the SF Chronicle and the Bay Guardian. "Dreams of Season" an installation exhibit by artist Catherine Spurr ran through the month of September and concluded October 13. Ms. Spurr is the Director of the Intersection of SF. SOMAR acted as the neighborhood representative for arts activities in the South of Market district during the MEGAHOOD street fair, the first street fair of the South of Market community. SOMAR sponsored an exhibit of the art produced in its free classes to adults, and coordinated a children's art contest with a number of local schools in the area (Bessie Carmichael, Philippine Education Center). All these entries were exhibited at the Fair and prizes were awarded in the categories of drawing and painting, and photography. Works of photography were culled from the classes taught by CAC Artist Wilfredo Castano at Canon Kip. Mr. Castano is sponsored through the Friends of Support Services for the Arts.

Classes are taught in the following through SOMAR/FSSA in SOMAR and at neighboring community facilities: Printmaking/Silkscreen techniques: Fran Valesco, Life Drawing: Leo Valledor, Photography: Wilfredo Castano (Canon Kip), Traditional Philippine Music: Robert

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Kikuchi-Yngojo, percussion music of Africa, Brazil and Caribbean: James Holder.

Western Addition Cultural Center
Renovation Phase II is in progress. From all reports everyone is happy with the work. The center staff is working on a dance floor budget and plan for a permanent dance floor on the 3rd floor. The current temporary dance floor is inadequate. A fundraising plan for this project will be developed shortly.

Program Highlights: "Billie's Song", written and directed by Danny Duncan and co-produced by the Inner City Cultural Center, a WACC resident company concluded a month-long run that began in September at the Buriel Clay Theater. "The Tie That Binds" produced by the Four Visions Productions, is now in rehearsal, and will premier November 16 at Buriel Clay, and run to December 18th. The Sargent Johnson Gallery completed its run of a group show of seven artists on the 16th of September and is now exhibiting a photographic exhibit entitled: "Views Through a Lens: Third World Focus" a group show of community artists.

Chinatown Neighborhood Arts Program
The Hop Jok Fair was well-attended, and thanks to artist Leland Wong attracted many people through its wonderful publicity. Attendance was estimated at 2,000. The retrospective exhibit of the graphic works of Ed Badajos was well-attended at its opening reception and continues to draw audiences. The show will conclude November 21.

Neighborhood Arts Program
The NAP Annual Report, the first since 1981, was beautifully designed by Bill Roarty and Andrea Kassof of Graphic Services, and printed at Inkworks. We hope it will be very helpful PR for all the programs of the Cultural Centers and NAP. We will be mailing copies to the Mayor, Board of Supervisors, municipal programs, and members of the Business Committee for the Arts, Friends of the Arts boards and all affiliated board members, supporters, and funders.

Round Table Meeting: We are thankful that so many Commissioners took the time from their heavy schedules to attend this meeting. We are also thankful for all suggestions, ideas, and input that helped the meeting become a very creative process. In providing information on the history, plans, and goals for the future, Fe and I made an effort to enlighten the community on our involvement in facilities renovation, a concern that affects many other community arts programs and theater organizations, and to give us a lead as to the relevance our plans to answer to the neighborhoods' cultural needs. Initial response after the meeting from many of the groups who attended was very positive, and this encourages us to proceed with confidence in their support. Minutes of the meeting will be mailed shortly.

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Neighborhood Arts Program

DIRECTOR'S REPORT - FEBRUARY 1985

I am sorry that the Neighborhood Arts Program was unable to submit a Director's Report for the last three months. With the support of Committee members and Arts Commission Director, the Neighborhood Arts Program survived the absence of the Director. Thank you.

NAP COMMITTEE: The Neighborhood Arts Program Committee met on January 16 at 12pm. (See attached minutes).

During the meeting of the NAP Committee, the request for funding to the Hotel Tax Fund was discussed at length. The request at the time was to be $95,000. At a subsequent meeting with the Program Directors, the NAP recommended that the cost of telephone services be transferred to the Neighborhood Arts Consortium's Hotel Tax request. The Hotel Tax staff does not see any objection to this transfer. Therefore after approval of phone transfer for the Cultural Centers' Directors we have reduced our proposal to $80,000. A recommendation and resolution from the Arts Commission will be needed. The Neighborhood Arts Program Committee will meet on February 20, at 12 pm.

CULTURAL CENTERS

Bayview Opera House
Maintenance of the facility has now been estimated at $40,000. This would include painting and repairing of the facade, foundation cracks plumbing. Funding is available in our yearly maintenance budget. Estimates are in process with City Planning.

Program Highlights: Rehearsals have begun for the production of "La Creole", a musical drama to be presented in the War Memorial Theater March 30, 1985.The play depicts the life of southern Blacks in the 1930's. The play is being presented by the Jubilee West Cast, and proceeds from ticket sales will go to benefit the Ninth Annual Scholarship Fund.

Mission Cultural Center
The permit to start renovation work has been delayed by the permit bureau because of questions regarding fire department requirements. We were required to make the fourth floor publicly accessible. Our planning for Phase II did not include this cost, which is estimated at $75,000. Supplementary funding was submitted on February 6th to the Mayor's Office. After a visit to the Permit Bureau with City Planning representatives, Dick Broder, and myself, the permit was finally awarded on February 7th. The Director of the Mission Cultural Center, who closed the building on October 1, wanted to see the Artist-in-Residence programs offered at a continuous site. We are still negotiating with the Parks and Recreation department to share the usage of their new facility at Harrison and Treat Street. The new date for renovation work to start at the Mission Cultural Center is May 1.

Program Highlights: Not available.

Western Addition Cultural Center
Renovation of the 2nd and 3rd floor Phase II is 90% completed. the contractor discovered a fake ceiling on the 3rd floor, and the area will require fire sprinklering. An estimate of the work to be done is in process. Funding will be available from contingency of future allocations.

The site was visited by a touring group of arts organizations, including the staff of the Hotel Tax Fund and the San Francisco Foundation. This visit gave us an opportunity to show the facility, and the questions asked mainly dealt with tbe programs that were affected and

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problems encountered during renovation. The dance floor, redesigned to fit the 2nd floor's available space will need to be moved to the 3rd floor. The dance floor is currently located above the theater and creates a noise problem for the theater while a production is being presented. The Western Addition Cultural Center will be involving a San Francisco Ballet consultant is planning the new dance studio and floor. Funding for this project is needed for renovation.

Program Highlights: The opening of a new exhibit of works by artist Joe Sam, with a reception on January 10th, began Sargent Johnson Gallery's new year. The works, entitled "The Black West Series" stemmed from a long period of research by the artist to discover about the lives of over 250,000 Blacks after the Civil War, who survived this post-war period as cowboys, outlaws, ranch hands, and other colorful characters of the American West, rarely documented in school textbooks. Local community schools have been given a tour and lecture on this exhibit.

The California Arts Council sponsored the Artist-in-Residence application workshop at the Buriel Clay Theater on Wednesday, January 9th, followed by the Bay Area Regional Meeting of CAC Artists-in-Residence on January 10th. These meetings were co-hosted by the NAP and the Western Addition Cultural Center.

South of Market Cultural Center

A meeting took place between Dick Broder, James Kjorvestad and NAP staff to review plans outlined, and project deadlines for its renovation. The renovation plan for Phase I will include structural bracing, new roof, removal of existing crane, automatic fire protection. The amount of $563,000 has been allocated for these requirements. Another allocation of $500,000 will be needed to bring the building up to public assembly.

Program Highlights: SOMAR's Theater had a successful run of David Rabe's play "Streamers", produced by the Full Circle Theater (November 23 - December 22). Gallery Space's exhibitions (from November) included a group show of sculpture(November 17 to December 8) and "Personal Visions", a multi-media exhibition of the work of six artists (December 15 to January 5). The opening reception was documented by the video class offered by Media Alliance, and will be used as documentation for future projects in fundraising.

Chinatown Neighborhood Arts Program

The Advisory Board is developing a programming plan that will include fundraising for the Artist-in-Residence match. This artist will be offering workshops in visual arts to the Chinatown community.

Program Highlights: Classes are continuing inLion Dance, Chinese Folk Music and dance, and Instrumental Music. CNAP Coordinator Julie Cheung will be assisting in the development of an exhibition of sculpture to be shown at the SF Urban Fair, working with Michael S. Bell, Asst. Director of the Arts Commission. This show is scheduled for the summer of 1985.

NEIGHBORHOOD ARTS PROGRAM

The printing of "Sources and Resources for the Visual Artist" is now scheduled for May. We have just completed the National Endowment for the Arts final descriptive report and are still working with CAC Artists-in-Residence to complete a map of their programs locations and schedules offered this year. After a few months of absence, I have made a point to meet with the Program Directors of each facility. Our memorandum of Understanding review meetings have been re-scheduled for the 27th of February for FWACC, March 4 for the FMCC, March 11th for the FSSA, and March 18th for AREPO (Bayview Opera House). It is apparent after talking to Board members and directors that the Memorandum of Understanding will be the focus of further understanding between the non-profit boards and the Arts Commission. The NAP Committee representation is essential at the meeting.

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Neighborhood Arts Program

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DIRECTOR'S REPORT - April 1985

NAP COMMITTEE: The NAP Committee met on April 17th. Present was Com. La Rocca. Please see attached minutes. Next scheduled meeting will be May 22nd at 4pm. (This is a change from the regularly scheduled meetings).

CULTURAL CENTERS

Bayview Opera House: The NAP has requested a clarification on the specific questions that still needed resolving after the MOU Review meeting of March 18th. Two board members and the Program Director were present at this meeting.

Program Highlights: "La Creole", a production of the Z. Meacham Choir, whose performers rehearsed at the Bayview Opera House, generated a large amount of audience support at the War Memorial Opera House. An estimated 1500 attended the performance, the proceeds of which will go to a youth scholarship fund in the Bayview Hunter's Point area.

Mission Cultural Center: The Board President, Program Director, Commissioner Dimitri Vedensky, Claire Isaacs and I met to resolve renovation issues. At the meeting it was very clear that the Mission Cultural Center's renovation and code work priorities were extensive in scope and that the available funding was short of what was expected. It was requested from the Arts Commission and NAP that a joint letter be sent to La Rue Productions, who had proposed to change the scope of the work. This letter, which will be mailed shortly, would explain that the Mission Cultural Center board approved of the present plan as designed by Mr. Broder and could not see an alternative to this plan. At this time, there were several issues such as the $123,000 over and above the base bid construction of $780,000 The base bid does not include the elevator car, improvement to the gallery, offices and theater space. From past records dated 1980, the code renovation work was estimated at $1,056,000. The cost did not include programming space renovation work.

At the meeting, future plans for the gallery were discussed and Commissioner Vedensky investigated and followed the request with a letter to the Friends of the Mission Cultural Center. At the meeting, the information exchange was instructive and it was mentioned that future renovation meetings will involve a representative from the Mission Cultural Center's board (See Item *1 - Page 2)

Program Highlights: Not Available

Western Addition Cultural Center: The request for changes made by the NAP Committee on the by-laws of the FWACC (in a letter to FWACC dated March 28, 1985), has, as of this date, not received a response. The Neighborhood Arts Committee will meet on Tuesday, May 7th to review the correspondence received, and the present understanding with the Western Addition Cultural Center board.

The cultural centers' weekly managerial meeting on Thursdays are the only meetings taking place to manage the facilities. Two directives from NAP were given to staff: One to address all programming changes requests and plans to be reviewed by the Program Committee Chair, Ms. Maisah Carson, and that all changes in staffing hours or other personnel issues be addressed by the Personnel Committee Chair Naima Major. Kevin Myrick, presently in charge of the facilities, place the residency companies on notice that a contract needed to be negotiated by all resident companies by May 1st, 1985. However, Mr. James McDuffie, Board Chair

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NAP DIRECTOR'S REPORT - April 1985 (cont'd)

issued a memorandum requesting that Kevin cease all negotiations with resident companies. Presently, the building is open and safe, even with the shortened number of staff.

Program Highlights: Not available

South of Market Cultural Center: DPW Maintenance placed NAP on notice that the present plumbing installation in the dark room is not safe. Cost estimates have been requested as well as a report on the present installation from DPW. In the meantime, the condition of the water has been posted for public knowledge.

Program Highlights: An exhibition of the work of four figurative painters called, "Body Language" opened April 6th for a month long run at Gallery Space. The American Indian Contemporary Arts gallery is sponsoring a series of Northern traditional Indian arts classes at SOMAR on Tursday evenings from 7 to 9 pm. Beadwork techniques, cornhusk weaving, costume design and social dance of the Plains Indian will be taught. All classes are free to the public. On April 6th, the Red Flag Theater completed its run of L'Atelier by J.C. Grumberg, with completed audience attendance totals at 702.

Chinatown Neighborhood Arts Program
Program Highlights: An exhibition of Chinese brush painting from the Lingnam School opened March 29th for a two-month stay at the Chinese Culture Center. The show, entitled "Birds and Flowers" includes the work of Charles Kennard, Leslie Lam, Patricia Lawrence, Marjory Lee, Masato Nishimura, Sissy Onet, and Joe Sefcheck. The show is partially supported by the ESL Language Center.

NEIGHBORHOOD ARTS PROGRAM

*1 - The Memorandum of Understanding second draft was mailed to the Mission Cultural Center. Prior to sending, it was reviewed by Judy Teichman, City Attorney, and Keith Grand, City Risk Manager to assure that the city's insurance requirements were met in the special circumstances regarding the Mission Cultural Center's relocation of programs in a non-city owned space.

The printing of "Sources and Resources for the Visual Artist" is in it final draft stage. A listing of alternative exhibition spaces and neighborhood galleries will be included. Final draft review is due to be completed in two weeks.

The Neighborhood Arts Program staff has been under considerable pressure to resolve the difficulties between the Friends of the Western Addition Cultural Center and the Arts Commission. Interest from the Board of Supervisors, the Hotel Tax Fund, WACC Board members, residency companies, staff and community groups and individuals has intensified. Our role has been to negotiate all issues, however, the WACC theater space, gallery, and other spaces that are now renovated have become very attractive to other organizations needing space. Program policies and guidelines need to be revised and enforced.

The Neighborhood Arts Program, along with other Arts Commission programs, will be selecting slides to be shown at the Arts Commission display in Polk Hall during the Arts Festival. We will also be part of the brochure that the programs will be preparing as a hand-out at the Festival.

The CAC Artists-in-Residence schedule of classes and locations was subject to printing and typesetting delays, however, the new deadline for distribution is May 10th.

For future sharing of information and concerns, this report will also be mailed to the president of each non-profit board of the cultural centers.

ANNE-MARIE THEILEN, Director, NAP

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THE ARTS
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Neighborhood Arts Program

DIRECTOR'S REPORT JUNE 1985

NAP COMMITTEE: There was no meeting of the NAP Committee in June. The next NAP Committee meeting is scheduled for July 17th, 1985 at 45 Hyde Street - 4pm.

Due to the cancellation of the regular monthly meeting of the NAP Committee for June, all Cultural Center program highlight reports will be deferred until the July Director's Report.

BAYVIEW OPERA HOUSE
The painters are projecting a timeline of 3 weeks work for painting all outside surfaces and repairing the foundation work, and the request for deferred maintenance funds ($28,000) was approved as one of the projects that will be funded for next year.

MISSION CULTURAL CENTER
The Transco Co. will have their contract certified within a week for the renovation of MCC. The delays have been on insurance certification with the city. This contractor was not familiar with the insurance compliance rules necessary in dealing with the City. NAP is proposing that a meeting be held to share renovation information and the specifics of what can be done in Phase II of the project, for the MCC Board and interested parties.

WESTERN ADDITION CULTURAL CENTER
The Friends of the Western Addition CC Board members have been called to attend a meeting on June 25th at 6pm at the Ella Hill Hutch Center on McAllister Street. Many individuals in the community have been contacting our office volunteering to resolve the present difficulties with the board. The meeting's agenda is to share the concerns expressed at the Arts Commission meeting of June 11th that the building should remain open and safe after July 1st. We are presently meeting with the remaining staff on a weekly basis and keeping up close communication with them. The staff is meeting with the Program Committee Chair to insure program feasibility and administrative decisions on programmatic issues.

SOUTH OF MARKET CULTURAL CENTER
There is no permit for renovation yet. The Board of the South of Market requested assistance on renovation supervision, and a meeting with the Bureau of Architecture to clarify our understanding of the City Inspector's role and Bureau of Architecture staff responsibilities. In developing a report to the SOMAR board, we found that the present security system is not working efficiently, and that a new system will need to be installed.

CHINATOWN NEIGHBORHOOD ARTS PROGRAM
Julie Cheung is working with community organizations and individual artists to clarify the Chinese Cultural Center's access to local community cultural groups. An accomodation has been made to the Cultural Center Director Vivian Chang that community space be used only up to 9:30pm, which limited the theater space use. The Advisory Committee of CNAP is working on program planning.

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THE ARTS
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Neighborhood Arts Program

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NAP DIRECTOR'S REPORT June 1985 (cont'd.)

NEIGHBORHOOD ARTS PROGRAM ADMINISTRATION

In the past three months it has been apparent that the fundraising plan or working relationship are still unclear between the Neighborhood Arts Consortium and the Arts Commission. A meeting has been called between the Finance Committee, Neighborhood Arts Committee, Arts Commission Director, NAP staff and the Neighborhood Arts Consortium.

The Hotel Tax Administrator has been expressing the need to actually work out a fundraising plan and establish a clear process with the Arts Commission Director and Committees, and the Friends of the Arts. The meeting will be held on June 26th at 4pm. Our final fiscal report shows a definite cost increase on trucks maintenance and security alarms (30%). We may have to request Hotel Tax funding for a supplementary to cover these additions in costs.

The California Arts Council Artist-in-Residence Schedule has been received very positively by the community, and the artists will be providing information for a new schedule to be produced in the fall, which will be available when the 1985-86 CAC Artists have a show at the Arts Commission Gallery. At the meeting of the Neighborhood Arts COnsortium, it was apparent that unclarity in the consolidated funding was a main issue for the Cultural Centers. The Program Directors felt that representation from the boards was important at the meeting of June 26th. NAP has also received complaints from the past four organizations that have either space or programs at the Cultural Centers, and see the Cultural Centers' fundraising in conflict with their own goals.

The Memorandum of Understanding funding section is not accurate or explicit enough. The Neighborhood Arts Consortium has been working with a new accountant, and will be short of funds in August. We proposed to assist in the Arts Loan Fund negotiation that will need to be made to cover salaries in August. We will also assist by meeting with the Hotel Tax Fund and Cultural Center Program Directors to receive support on the Arts Loan Fund application, using Hotel Tax Funds as collateral.

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Neighborhood Arts Program

DIRECTOR'S REPORT - JULY 1985

The Neighborhood Arts Program did not meet in July because of time conflicts with the Arts Festival. The Committee will meet on August 7th at 45 Hyde Street, Room 319 at 4:00 p.m.

The program reports will be available at the next NAP meeting.

BAY VIEW OPERA HOUSE

The building outdoor painting is completed. The Foundation work to be done is in planning. It has been confirmed that to avoid future leaks, the balcony areas must be clear of furniture and storage. The balcony areas are suspended by metal rods and any weighted installation, seating or storage in the balconies will create water leaks.

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MISSION CULTURAL CENTER

Preparations for renovation: After many busy days and difficult decisions, thanks to Ernie Rivera's crew, General Assistance and youth workers, the site was cleared up and the contractor's demolition crew started work. The renovation does not include developing program spaces or walls to be painted. Most of the technical equipment that was moved will be stored at the South of Market C. C. The construction started July 17th. The work is now estimated to take from 10 months to a year.

WESTERN ADDITION CULTURAL CENTER

Requesting that the staff put together a maintenance manual that spells out how to maintain, turn on and off all equipment and facilities of heat, light, ventilation or other equipment. The continuous change of staff has created various upkeep problems. Meeting with staff weekly has required that a written report for facilities and programs be prepared for management information.

SOUTH OF MARKET CULTURAL CENTER

Due to delays in the Permit, the Bureau of Architecture did set a new date to begin renovation. The Technical Bank will be needing an alternate space during roof renovation at the Center. It could require a need to move most of the equipment to another space. We are continuing our search with the School District and the Park and Recreation Department on an alternate space.

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CHINATOWN NEIGHBORHOOD ARTS PROGRAM

The Advisory Committee is developing a programming plan that could include representation from all the Arts. Julie Cheung coordinated the Visual and Performing Arts participants from Chinatown in the Arts Festival. The artists received television coverage and will be interviewed for a community arts program to be televised shortly.

NEIGHBORHOOD ARTS PROGRAM ADMINISTRATION

The "sources and resources" for the Visual Artist is finally printed. We were able to print 1,000 copies. Many artists have said that this is the first time that a comprehensive guideline was printed that is truly helpful in preparing or giving resource information. A number of alternative galleries have also called to be part of the next printing.

The Neighborhood Art Committee members and the Finance Committee members met on July 26th at 4:00 p.m. The meeting was well attended and out of the meeting came a mutual understanding on fund raising. The policy has been included in the funding section of the Memorandum. The Memorandum for South of Market and Bay View Opera House were reviewed and signed by the City Attorney's Office. The Mission Cultural Center needs an understanding that provides the City coverage for programs offered in a non-city owned space and the MOU is on review. The Neighborhood Arts Consortium is working out their building problems for July and August. The Neighborhood Arts Consortium requested $15,000 from the Arts Loan Fund and it was approved. The Hotel Tax Administration also approved an advance of $15,000 to cover the $30,000 short fund of the Neighborhood Arts Consortium. The funding will be distributed according to the fiscal report and request for each Cultural Center to the Consortium Finance Committee. The Consortium will be keeping funding appropriations for the Western Addition Cultural Center on reserve until the Arts Commission and NAP works out it's difficulties with community representation and management issues.

The Cultural Centers did not participate in the Arts Festival except to show slides in the Arts Commission booth and to be part of the Arts Commission brochure. The Cultural Center participation was discouraged by the lack of security and not having a structure where arts work would be stored and safe. NAP staff coordinated the Arts Commission brochure. We were delayed by last minute changes. However, the brochure is very attractive. The brochure was well received at the Arts Festival and will be helpful to all programs of the Arts Commission.

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Neighborhood Arts Program

DIRECTOR'S REPORT December 1985

NAP COMMITTEE: The NAP Committee did not meet on December 19th. The next meeting of the NAP Committee will take place on the 16th of January, at 4pm, 45 Hyde Street - Conference Room. CC program reports deferred until 1/86.

Bayview Opera House

We are progressing on the maintenance projects that are now overdue, with foundation leaks and ceiling damage needing special repair.

Claire Isaacs amd I met twice with Oddie Palmer, AREPO Board President and Zemma Meacham over management and fiscal issues without real results, due to the dismissal of Zemma Meacham and the election of a new board. To clarify any of the past issues, the Controller's Office will be conducting an audit. The audit will be helpful to the board members and any recommendations that are made will be helpful to the new treasurer and future administration of the Bayview Opera House.

Mission Cultural Center

The renovation is on time. Next will be the city's acceptance of the renovation work done. The building inspector, Bill Taylor, will be establishing his headquarters at the site to oversee the work. He has reported in the November meeting on the building's renovation.

The Commissioners have proposed to hold a meeting with the Friends of the Mission Cultural Center. The presentation will be on how extensive the renovation work has been and the future memorandum of understanding with the community groups representing the Mission Cultural Center. A presentation of the three-year plan by the FMCC will also be on the agenda. The meeting to be held in January has not been scheduled yet.

Western Addition Cultural Center

The heating system was repaired for the offices on the third floor. Charles Byrd is still experiencing difficulties with negotiations and follow-through on monthly rental payments by the residency companies, and is now needing proof of insurance for programs that are produced independently by the companies. The insurance is part of the contract that the companies had entered into when the building was first renovated.

Insurance is also required of all companies that produce programs in the center. We are also negotiating with Lai Insurance company, on how could the programs that are sponsored by the center be jointly insured under the board.

The City Controller's Office is also requesting information from Clarence Maloney, FWACC treasurer and Fannie McElroy from the cultural center's previous staff.

South of Market Cultural Center

The Arts Commission has requested space from the Fire Department in the preferred areas of the South of Market or Mission districts for the South of Market's services and programs, and for equipment storage. The renovation is to begin in March 1986 approximate time of renovation is to last 6 to 8 months.

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Chinatown Neighborhood Arts Program

The CNAP Advisory Committee is meeting this month on finalizing guidelines for an Artist Committee. The Committee will be applying for an artist-in-residence in the visual arts to work with children and young adults to be held in the Chinese Cultural Center.

NAP Administration

We met in December with the Theater Alliance, Theater Bay Area, PAS and Commissioner Paterson on sharing information and coordinating services. The next meeting is scheduled for January, with specific date to be confirmed.

Fe Bongolan and I are constantly re-assessing the maintenance services, and month-by-month, see progress in the maintenance of the cultural center sites. It has been said that the Cultural Center buildings renovation by the city has made the DPW - Bureau of Building Repair more willing to invest in preservation and upkeep of these properties. It is, however, essential that a facilities staffperson be designated for day-to-day maintenance supervision and reporting, for continuity in building upkeep.

Happy New Year to all of you! We are looking forward to continuing our program to the benefit of all the neighborhoods affected by our work, and see many exciting changes beginning in the Visitation Valley, Tenderloin and County jail projects. With one of the cultural centers completed in its renovation (WACC), soon to be followed by the Mission, and SOMAR's slated to begin, 1986 looks like a year of forward-moving and positive achievement.

The staff of all four cultural centers and the underserved community projects are to be commended for their exceptional work in providing arts to their local communities, and we see the potential for growth and expansion for all of them this new year. Happy 1986!

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Neighborhood Arts Program

DIRECTOR'S REPORT - January 1986

NAP COMMITTEE: The NAP Committee meeting took place on January 16th, with Commissioners Duncan and LaRocca attending. The next meeting will take place Thursday, February 20th at 4pm, 45 Hyde Street.

Fe Bongolan mailed a new listing of NAP Committee meetings from February to June of 1986 to Commissioners and Cultural Center staff.

FACILITIES:

Western Addition Cultural Center
Renovation is now completed. The Bureau of Architecture and Dick Broder were able to demonstrate to the Fire Department that the 3rd Floor specific fire sprinklering was a new requirement that had not been included in the planning and was not included in the permit. In maintenance, the plumbing system in the second floor had a major breakdown that will require major work. We have requested this repair to be added to the building wall painting estimate from the capital improvement funds. No estimate on the plumbing has been provided as of yet.

Mission Cultural Center
The work is tentatively to be completed by June 1st or July 1st. Funding is committed for Alternates I and II - stage, seating platforms and carpeting. However, for the seats planned (142 seats), only $14,000 is available. It is hoped that there will be contingency funding left over to complete the work.

Program Report: See attached calendars: January - February - March 1986.

SPECIAL PROJECTS:

The Visitation Valley Community Center's performing arts workshops are well-attended and some performances have been scheduled to take place at the end of the workshop series. The Visitation Valley Arts Festival is still in planning.

The Hospitality House project is still in planning and an artist from one of the many different Southeast Asian groups has been solicited to teach arts classes. The Tenderloin Festival's participation of groups is assured. A plan of action has been requested from both the Visitation Valley and Tenderloin. (See NAP Committee minutes - 1/16/86).

CHINATOWN NEIGHBORHOOD ARTS:

The exhibit of the photography of Shi Zhimin at the Chinese Culture Center was well-attended. The exhibit was of a very special portfolio of the artist's photographs from mainland China.

NAP ADMINISTRATION

The CORO Foundation did not commit an intern to assist in the research, printing and publication of our, "Young People's Cultural Resource Guide". However,

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we have received a commitment from volunteers from the school district, community artists and organizations. We will be mailing our first survey and hope to have our publication available for the Arts Festival in the summer.

We are presently coordinating children's involvement in the Arts Festival and will be assisting Marilyn Kramer, visual arts specialist from the school district in this project. We both met with Michael Bell for the initial planning towards an exhibit and children's performances and participation during the days of the festival. A proposed idea was to use city hall for exhibition and work on a poster "Praising the Arts". Marilyn Kramer and NAP staff will assist in the schools to work with all elementary, junior high and high school students and teachers.

We will continue to meet with performing arts organizations that do services such as helf-price ticketing or free ticket distribution. At the last meeting in January, it was recommended that coordination of services was needed and that a coordinated publication promoting theater audience services by performing arts service organizations would be helpful to these organizations.

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Neighborhood Arts Program

DIRECTOR'S REPORT July 1986

NAP COMMITTEE: The Commissioner met on July 17th at the regular meeting of the NAP Committee. Commissioners Paterson, Eichelbaum, Rockrise were in attendance. The next meeting will take place August 21st, 4pm, 45 Hyde Conference Room - 3rd Floor.

FACILITIES MAINTENANCE AND RENOVATION: The Mission Cultural Center's final inspection has been delayed by the gas meter installation and testing of the new gas line. The 1982 money left over for roof repair at the South of Market Cultural Center has now been transferred to supplement the contingency funding for the Mission Cultural Center. There are three priorities for the renovation to be completed, 1) gas line hook up; 2) flooring - 2nd and 3rd floor; 3) carpeting. We are awaiting the cost estimate for the flooring. The flooring was not part of the contractor's work, however, the floor, which is not leveled, may create a libility for the city, especially in the gallery space, corridors and dance area. There are several suggestions for the completion of the work, but before a decision is made the gas line hook up needs completion.

At the South of Market we have had continual dialogue with staff over their roles and activities in the building during this first phase of renovation. Our ultimate concerns are maintaining staff safety and cooperation between the city and building staff in expediting renovation. It is clear during these next few months that further dialogue needs to continue and adaptation to the renovation as it progresses needs to take place. So far, we are on time.

Maintenance: Please see under NAP Administration

MEMORANDUM OF UNDERSTANDING: The Arts Commission is awaiting a response from the board of the Friends of the Mission Cultural Center (July 17, 1986). The South of Market MOU should be signed at the Arts Commission meeting of August 4th.

WESTERN ADDITION CULTURAL CENTER: WACC's offering of activities has increased and the building is very busy. Charles Byrd is working very hard on making the August 12th fundraiser at Fort Mason a success. The Advisory Committee met and are still planning a committee board election for September 6th. There are 7 individuals that have submitted applications and the Committee is working on a ballot for voting and all committee members are committed to an open election. One individual from the group is wishing to continue serving the Western Addition Cultural Center. The incorporation papers have been filed with the state. NAP will be submitting a technical assistance grant to the SF Foundation to hire a consultant to work on board training and development.

Program Highlights: "Transitions for the Jail" an exhibition of the work of ex-offenders from the county jail was very successful in its run at the Sargent Johnson Gallery. Presently, the gallery is working on a satellite exhibition for the Gay Games.

BAYVIEW OPERA HOUSE: The Neighborhood Arts Consortium's new accountant, Joe Pratt, has been extremely helpful in sorting out the 1985-86 accounting, and in setting up a system that will be alike for all the cultural centers. NAP is working with a proposal writer and the board to develop a programming plan. The bpard will be submitting a proposal to the Zellerbach Family Fund in August and request funding support from the Zellerbach Performing Arts Assistance Pro-

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gram. The board is planning to hire a program director and are working on developing their committees, NAP will be working on the technical assistance proposal for technical consultants to do long-range planning and board development.
Program Highlights: Judith Holten began an 8-week summer intensive program for Bayview youth in musical theater at Bayview Opera House, which has become very popular with local teenagers. It is the workshop intent to stage a performance at the end of the class session.

NAP ADMINISTRATION-Maintenance: Fe and I have prepared a maintenance report to be reviewed by the NAP Committee. We have definitely improved the Department of Public Work's attitude towards the cultural center facilities and their upkeep. The new system of separating maintenance and capital improvement has been beneficial in increasing the city's contribution to the cultural center facilities. The NAP Committee will be reviewing the maintenance list and capital improvement projects, as well as the new list of work to be done which is submitted in October.

Visitation Valley is already planning their next year's Arts Festival and their advisory group, "Valley United" is working on coordinating their work with the whole neighborhood. The Tenderloin has been successful in getting their work exhibited outside of the Tenderloin and presently are exhibiting at the Intersection's new space on Valecia Street. They will be able to continue new workshops for the Southeast Asian community until the fall. The Tenderloin Festival is planned again to happen in July of 1987. The Sheriff's Department's Re-entry Project was extremely pleased of the reception and praise they received about the CAC Artist showcase of work from the Sheriff's department projects. The theater presentation was attended by Director Claire Isaacs and NAP staff.

CHINATOWN NEIGHBORHOOD ARTS PROGRAM: After the success of Hong Kong week, the Advisory Committee and Julie Cheung will be coordinating an arts and crafts show in September.

The Hong Kong celebration (July 11th and 12th in Union Square) was sponsored by Cathay Pacific Airways, Inc. The Chinatown Neighborhood Arts Program was pai coordination fees and the neighborhood artists were able to sell their arts and crafts work as well as be paid for their participation in the event.

NEW BUSINESS: Besides the maintenance of the cultural centers, the facilities capital improvement and renovation planning, we are planning our next year's program and working out priorities of services for our city-wide constituency. As suggested by a number of commissioners, the NAP needs a planning meeting or retreat. We will be requesting the NAP Committee for an agenda of the "retreat" at the next committee meeting.

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Neighborhood Arts Program

DIRECTOR'S REPORT AUGUST 1986

NAP COMMITTEE: On August 21st, Commissioners Paterson, Eichelbaum, Rockrise, and Rodriguez were in attendance. The next meeting will take place on September 18th at 4pm.

FACILITIES MAINTENANCE, CAPITAL IMPROVEMENT AND RENOVATION: The regular allocation of $40,000 for maintenance of the cultural centers was approved. In the last two years, we have been able to submit capital improvement projects over and above the regular maintenance. In this fiscal year, we were able to secure $14,500 for plumbing on the 2nd and 3rd floors of the Western Addition Cultural Center and $41,575 for the west wall of the facilities. The repairs will include replacement of some damaged windows and painting. NAP and staff of the cultural center will be working on the next priorities for both maintenance lists and capital improvement for 1986-87.

Renovation

The South of Market Cultural Center work is on schedule. The roof, damaged by the weather, is indeed in need of repairs. $39,493 is left over from the $563,300 that was allocated for the 1st phase of the work. The staff and board has been requested to list their priorities of expenditures. The renovation work does not include rebuilding the walss that were taken down to do the work.

The Mission Cultural Center's re-opening has been delayed by the re-installation of the gas meters. We are still hoping for an October date. At the NAP meeting, the Commissioners authorized the installation of an extra meter for the electrical need of the site. The installation should be at the Friends of MCC cost, as proposed by the MCC Program Director. It is not clear if the new meter will be sufficient to accomodate the needs of the Graphic Department, or if the $5,000 for the installation includes all electrical installation needed after the meter is installed.

Mr. Broder has requested for the priorities of the Mission Cultural Center on plans for programming space from Oscar. Broder's acrhitectural plan should clarify the re-entry needs for the gallery space, the office space, and the plumbing and electrical equipment to accomodate the graphics department.

The public has been informed through an article which appeared in the August edition of the North Mission News about the "haphazard" way in which the Arts Commission approached the renovation of the Mission Cultural Center (SEE Attachment A). For reference and clarification on the reason why the MCC renovation plans changed, I have attached a copy of the renovation report which was sent to Ron Gallegos, then president of the FMCC(October 9, 1984). (SEE ATTACHMENT B). This report was in response to the beginning of the continuing difficulty we have had with the renovation of this facility, which included changes in the Master Plan, which created delays in the permits, expenditure of funds over and above the amount requested for (the original amount requested was based on the Master Plan). It also explained the limited occupancy of the gallery and the extra expenditures of costs of $75,000 that was needed to make the mezzanine a fourth floor for the building, and the requirement of the fourth floor to have public access.

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For the present, $35,500 was transferred to add to contingency costs left over ($4,500). The priorities of the expenditures is 1) gas line repair and meter; 2) carpeting of the seating area and entry; 3) flooring repair - 2nd and 3rd floors. The flooring costs need to be prioritized.

BAYVIEW MANAGEMENT REPORT

The Bayview Opera House board of Directors, AREPO, has had great difficulty in assuming responsibilities from the past board and program director, because of expenditures and lack of planning. Joe Pratt, NAC Accountant, has made several recommendations for better accountability and board development. The board has posted the Program Director's job description and the position is advertised.

During a visit to the site, Commissioner Rockrise requested the Bayview staff to clean up the weeds and general appearance of the courtyard. The present building staff and interim administration have been adding a few hours a week besides the 20 hours that are authorized by the board. NAP and AREPO have submitted a proposal to the Zellerbach Family Fund for a series of events. We have coordinated better design and publication of posters advertising the center's facilities. The staff is working on developing mailing lists. The San Francisco Foundation request for technical assistance has been delayed in its submission until a program director has been hired.

WESTERN ADDITION CULTURAL CENTER BOARD ELECTION AND MANAGEMENT

The board election is set for September 6th. There are nine candidates. The Advisory group has worked on a process of election that is as public as possible. The Human Rights Commission will be providing a representative to oversee the collection of Ballots. A poster has been distributed to the voters.

NAP is working on a technical assistance grant to the SF Foundation with Charles Byrd. Gordon Braithwaite has accepted to be the consultant. The proposal will be for board planning and development.

CHINATOWN NEIGHBORHOOD ARTS

A new exhibition of "Chinese-American Contemporary Art" will begin September 6th and run through the end of the month. The opening reception will take place Friday, September 12th, 4:30-6:30pm. The exhibition will take place at the Chinese Culture Center, 750 Kearney Street - 3rd Floor.

VISITACION VALLEY

(See ATTACHMENT C - Funding) The Visitacion Valley's new program ,established through the assistance of the NAP and its Underserved Communities project funded by Hotel Tax, will begin its second year. The program, "Theaterworks" is a children's theater workshop taught by Wendy Blair.

HOSPITALITY HOUSE

(See ATTACHMENT C - Funding) The Hospitality House is planning their second year of exhibitions and workshops through the NAP's Underserved Communities project. Their last year was highly successful in attaining visibility of Tenderloin artists, networking outside of the Tenderloin community to other visual arts venues, and implementing outreach to the Southeast Asian community through the arts. It is hoped that this year, the program can build further on what has been initiated.

SHERIFF'S DEPARTMENT

(See ATTACHMENT C - Funding) Over and above the basic program support that NAP will be providing to the Sheriff's Department through its Hotel Tax Fund grant, additional funds ($1,000.) have been added for badly needed supplies for the visual arts program.

POTRERO HILL NEIGHBORHOOD HOUSE

(See ATTACHMENT C - Funding) The Neighborhood House did receive the CAC Artist in Residence and is planning their workshop schedule. The NAP support from Hotel Tax will be used to match the grant and assist for the supplies.

NAP ADMINISTRATION

The children's guide to the arts, called, "ART SOUP" is a few weeks away from publication. We will be distributing a poster to announce the work. The guide includes 72 organizations that are servicing youth in the visual and performing arts.

In the publication, we are advocating for parents involvement in the local organizations, through volunteering or becoming involved with the boards. DUring the survey of local organizations, we also had the opportunity to share information and resources. We are also understanding that apprenticeship for youth has become the attention and concern for many organizations. Due to the overwhelming task of renovation and the Memorandum of Understanding negotiations, we have been delayed in planning next year's priority of projects. We hope to be able to discuss these future issues at the next NAP Committee meeting.

NAP is requesting a month's extension for the MOU of the South of Market Cultural Center. We were delayed by the City Attorney. We are hoping that the MOU be reviewed at the next NAP Committee meeting for the Committee's recommendation to the Arts Commission for signature.

The MOU for the Mission Cultural Center has already been approved by the NAP Committee for signature by the Arts Commission.

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THE ARTS
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Neighborhood Arts Program

DIRECTOR'S REPORT JANUARY 1988

NAP COMMITTEE: The Committee met on January 21, 1988. In attendance were Commissioners LaRocca, Eichelbaum, and Rodriguez. (SEE ATTACHED MINUTES NAP COMMITTEE 1/21/88)

The next NAP Committee meeting is scheduled to take place on February 18th at 4pm at 45 Hyde Street, Room 214.

CULTURAL CENTERS REPORT

Bayview Opera House: Richard Partee, Commissioner Paterson and I met and have created an agenda for action: A) Budget plan for the period of January to June 1988, and an analysis of funding given for the months of June to October 1987; B) Staffing plan for office assistance, maintenance and programs; C) Programming plans for January to June (monthly) 1988 and projected plans for June to December 1988; D) Advisory Board Schedule of Meetings, board election plans.

The meeting took place January 7th. Partee has been requested to prepare a report for the next NAP Committee meeting, according to the action plan. At a special meeting with the Friends of the Arts Commission Executive Director, a report was made that the funding for BVOH held by the NAC has been transferred to FoA for the Bayview Opera House. However, the fiscal report prepared by Joe Pratt, accountant for NAC has not been made available. It is also unclear if the funding transferred from NAC included the $5,000 given to Bayview in 1987. NAC's fiscal report is essential to the submission of Hotel Tax proposals for Bayview. The building is not sufficiently staffed for the programs that are taking place or that should be in planning. It is apparent that planning is being delayed due to the NAC's difficulties.

South of Market Cultural Center: The green tag and last inspection are now calendared for February. The MOU that was extended for a month is not completely negotiated. The language that had been included at the request of the city attorney had created misinterpretation. NAP will be requesting another month's extension of the current MOU. A meeting is scheduled with the board the 2nd week of February.

Mission Cultural Center: Planning for PhaseIII's funding request is to be finalized shortly by the Bureau of Architecture at the request of Calvin Malone. We are working with Juan-Pablo Gutierrez on the FoMCC MOU compliance, and progress is being made on several issues, such as building and personnel policies, program plans, inventory lists and a considerable amount of work is going towards management planning.

The letter requested by the building inspector regarding portable seating arrangement for the theater has been asked for many times of the board. According to staff, the letter is forthcoming. A plan showing how the chairs will be placed will give the inspector a chance to make a decision about the theater space and seating arrangements, regarding code and liability. The Fire Inspector will also need to be in agreement that the space, seating, as designed, will meet safety standards. The delay from the board of the MCC is that the board and staff who are new are also considering the difficulties they are having are in occupying the space. For the heating, we are requesting the Department of Public Works to remedy the situation without impairing the plans or systems that will be installed in Phase III. For the electrical work thatis insufficient for the use of programs, especially, the graphics department, an electrical survey made at the request of Commissioner Rockrise does demonstrate the intensity of the work that remains to be done.To engage in further expenditure and redesigning of the building's electrical system. will create a conflict with the funding and renovation plan for Phase III. This phase will include all electrical, heating and ventilation for all floors. the Bureau of Architecture is finalizing the request. $935,000 appreas to be the possible recommendation.

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We are also working with Calvin Malone and the City Controller's Office to change the use of the $21,500 allocated for painting the back of the Mission Cultural Center. The funding is presently in DPW-Bureau of Building Repair. The new use of it will be for miscellaneous repair, and its expenditure will need to be for work that is not in conflict with the building's architecural plan. The new list that will be prepared for the fund's usewill take in consideration the presentworking list for Building Repair, the list that had been prepared in May of 1987 by Oscar Maciel, the list that the FoMCC prepared of its concerns at its January meeting. The work, which is safety-related will include the re-installation of mirrors that were removed by staff and not properly secured by staff when returning to the building. It is extremely difficult to accept public criticism about the delays and work that, to some people, seem not in the priority that is desired. Russ Abel of Bureau of Architecture is working at the directior of Calvin Malone on the submission of renovation funding for Phase III for both Mission and Western Addition cultural centers.

Western Addition Cultural Centers: Considerable difficulties have arisen due to NAC not submitting for reimbursement to the Grants for the Arts fund for either WACC or Bayview. Charles Byrd needs to have an assistant very badly. Both Fe and I are asssisting in all aspects of proposal preparation and management planning.

PROGRAMS IN THE COMMUNITY

The NAP meeting of 1/21/88 was very helpful to the coordination of these programs and their very different, but good work was appreciated by Commissioners present. (See NAP Minutes)

Chinatown NAP: Julie Cheung will be assisting the Oriental Art Association, whose members will be sponsoring a children's art contest. The works of art will be exhibited in May. The Association's funding support will replace the Levi-Strauss Foundation funding. Julie is finalizing the exhibition schedule for the gallery and is evaluating the workshops that are taking place weekly.

NAP ADMINISTRATION

We are working on our Grants for the Arts proposal for 88/89. The request is for $127,000. The CAC Artist-in-Residence scheudle is receiving considerable attention. Organizations that are posting the information are reporting a great interest from the public.

We have started the survey of the arts apprenticeships that are available in the non-profit arts community, and of those organizations who are interested in developing an apprenticeship program for youth.

We are assisting the Children's Multicultural Museum in developing their programs, community support and board. The Sunset district is finally involved in developing program representatio for their arts festival, and in the Richmond district a new director for the community center has been hired. The center will shortly hire an artist to conduct classes after-school at one of the local public school sites.

The Youth Arts Festival, sponsored by the School district is scheduled for May 11-14th, 1988 We are assisting in the planning process. The DeYoung Museum has committed a large exhibit area in the museum space and the coordinators that were hired last year are also part of this year's planning. Response from teachers is very positive. Funding remains an issue, however, Chevron USA did grant $5,000 to the festival.

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Neighborhood Arts Program

DIRECTOR'S REPORT MARCH 1988

NAP COMMITTEE: The NAP Committee met on March 18th. In attendance were Commissioners Eichelbaum, LaRocca, and Paterson. (SEE ATTACHED MINUTES). The next NAP meeting is scheduled to take place April 21st at 4pm. The meeting will focus on the neighborhood cultural centers.

CULTURAL CENTER REPORT: Renovation

Three of the cultural centers are planning for the next phase of renovation with Adolph Rosekrans of Rosekrans and Associates and Russ Able of Bureau of Architecture. The questions about code work that have been defined will be addressed at a meeting with Mr. Yong from the city's Plan Approval Division; All copies of correspondence are given to Commissioner Rockrise. At the same time, Rosekrans will address the present seating plan for the Mission Cultural Center theater. The overall planning may be delayed by the time that it takes to get an appointment.

The meetings with the board and staff have been fruitful, but are always late in starting. At the South of Market Cultural Center, the electrical installation completed by DPW is waiting for hook-up from PG and E and installation of the fire sprinklers. The Central lights in the first floor area will be a great safety improvement.

Maintenance

The transfer of $21,500 for painting to miscellaneous work for the Mission Cultural Center was finalized in February. We are proceeding with the Mirror installation, heaters for the 2nd floor and have floor repairs scheduled for specific areas of the center.

General maintenance is on time. It is working from the list. The new maintenance work orders are in place. However, it is too early to tell its effectiveness. The maintenance plan as proposed at the March Arts Commission meeting has been reviewed by both staff and public Works Bureau of Building Repair. We have given the NAP Committee members, Claire and the City Attorney our report:

1) The maintenance fund is inadequate and priorities have had to be established during the year. These priorities usually use all the funding resources available by the spring quarter. We are then obliged to make cutbacks in the list of maintenance needs to keep funding available for emergency repairs until October.

2) The Department of Public Works Building Repair maintenance program for the cultural centers are not currently working effectively, and to turn the responsibility over to the community now will delay the positive implementation of the program.

3) The cultural centers do not have maintenance staff that are sufficiently trained, or, are working on a very part-time basis. In addition, three of the cultural centers carry no insurance, which is not in compliance with the MOU. To make the cultural centers carry the responsibilities for programming and also facilities upkeep and maintenance will be placing the city at a greater liability risk.

4) The maintenance work will be more costly due to the fact that under the current system, as a city and county department, and as owners of the space, we can object when appropriate, when the work is not up to quality, or when there is a question of cost. In addition, the proposed involvement of the Bureau of Architecture will delay decision-making, and be more costly.

For the present, Fe and I are assisting the cultural centers and DPW to improve preventive

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maintenance procedures that are essential, and see that the improvements are effective.

Capital Improvement

The NAP Committee reviewed the Capital Improvement package that is being prepared by Calvin Malone. The Committee recommended the following:

I.	Facilities Maintenance - This provides for remedial and emergency repair work for the cultural centers from October to September.	$65,000.
II.	Monument Repair - This amount has been recommended on a single fund request.	$50,000.
III.	Essential Maintenance Work for Cultural Centers:	
	1) Mission Cultural Center freight elevator - freight elevator declared unsafe by the CAL-OSHA Elevator Safety Unit (July 1987)	$50,000.
	2) South of Market Cultural Center Plumbing - Building's waste line cited as a health hazard.	$13,500.
	3) Western Addition Cultural Center - Roof Repair - Patch up work done in 1987 is inadequate compared to age and deterioration rate of roof. Total roof rehabilitation has been needed since 1983.	$56,300.
	4) Western Addition Cultural Center - Exterior Painting - This project includes painting and window repairs - leaks occur on all four cloors at the north side wall.	$25,400.
IV.	Renovation Funding Amount Recommended by the Bureau of Architecture:	
	1) Mission Cultural Center Phase III	$ 915,000.
	2) Western Addition Cultural Center Phase III	$ 420,000.
	3) South of Market Cultural Center Phase II	$1,368,000.
	Phase III	$1,363,100.

Memorandum of Understanding

NAP staff is meeting with the South of Market Cultural Center director to review the compliance issues and it is our plan to have a presentation made at the NAP Committee. The NAP is also meeting with the Mission Cultural Center Director on the following compliance issues:

A) Residency - application forms, criteria for selection and evaluation (groups and individuals)
B) Programming Plan - 1987/88 and 1988/89
C) Building Orientation : 1) for public access
2) for staff in-house use
D) Fees and Donations (rates for services, space use, etc.)
E) Personnel Policy
F) Inventory of Building Equipment
G) Insurance information (Copy of Insurance Policy)

The preparation of policies, orientation sheets, etc., is slow administrative work. All policies are reviewed by the board. The attitude is more receptive. The new Personnel Policy is 90% completed and is a comprehensive and compact policy document.

The present situation at MCC was discussed at the NAP Committee meeting and it is recommended by the Committee that the MOU for MCC be extended to June 30th. Further discussion took place on the issue of insurance for all the cultural centers. Commissioner Paterson, who has attended the meeting with Keith Grand, City Risk Manager, did recommend that the Board of Supervisors members need to be approached and that lobbying be done on the the special insurance clause that was first established by Quentin Kopp.

The issue of insurance is also being addressed by the cultural centers who are developing better security and safety measures on behalf of the city and community boards.

Our plan to assist the Western Addition Cultural Center in working with a lawyer from BALA has been somewhat delayed by the high fees that have been proposed. ($1000 to $2000). Friends

of the Arts Director Jeannie Bogardus is working on the submission of reimbursement to Hotel Tax for both the Bayview and WACC, and is working on an Arts Loan Fund request for Bayview.

Programs in the Community

Chinatown: The Oriental Art Association hired artists to teach at the Commodore Stockton School. The works of art will be selected and ready for showing at the Youth Arts Festival in Golden Gate Park.

We are progressing in the planning process with the Richmond and Sunset districts for neighborhood arts festivals and youth arts workshops.

NAP Administration

The Youth Arts Festival poster will have the theme "Celebrate Kids in the Arts" The poster design will include the Woodrow Wilson High art piece purchased by the Arts Commission last year. The event was presented and endorsed at the meeting of the DeYoung Museum Board Members meeting last week. NAP is assisting the visual and performing arts coordinators in making contacts in the community. It is the aim of the festival to showcase the work of children in the schools and in the after-school community programs.

We are also coordinating a special section of the festival that will showcase arts demonstrations with artists using recycled paper, wood and other materials. Donations of materials are being made from businesses, who will be credited.

NAP made a presentation to the Visual Arts Committee that was partly a plea for fiscal support to give the cultural centers assistance in soliciting art work from youth. The plan would have included giving awards to students. We will proceed with solicitation of art work from youth, by working with curators and directors of the centers. NAP will also provide some supplies to the project. The reasons for soliciting these art works is that El Paso does not understand the cultural centers not participating in the Youth Festival.

As requested by the Arts Commission Director, NAP did prepare a General Fund Impact Report for 1978-88 for the NAP. It gives a survey of neighborhoods served. The document is to demonstrate how the General Fund is matched and how it creates not only community services, but its overall impact on the private foundation community, state, federal and other types of support. The report shows how the city's support encouraged better fund solicitation and participation of businesses. (SEE ATTACHED)

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THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

DIRECTOR'S REPORT JULY 1988

NAP COMMITTEE: The NAP Committee met on July 21st. In attendance were Commissioners La Rocca and Eichelbaum. Excused due to prior commitments were Commissioners Paterson and Rodriguez.

The next meeting of the NAP Committee is scheduled for August 18th, 4pm, 45 Hyde Street. Room 214.

At the meeting, the Commissioners reviewed and approved the Cultural Centers' Public Arts Fund Contribution Plan for fiscal year 1988-89. It is understood by the cultural center directors that goals are not fiscal commitments, and that the priorities that were outlined would be reviewed at the time of allocation (SEE ATTACHMENT A). Also reviewed was the fiscal disbursement plan for the $1,000 Ad Valorem funding for neighborhood projects (minimum 10 projects). The Commissioners recommended that the funding disbursement plan be submitted for approval by the full Arts Commission (SEE ATTACHMENT B).

CULTURAL CENTER MAINTENANCE AND RENOVATION

The remaining funds for facilities upkeep for fiscal year 1987-88 will be used for remaining work outlined with DPW-BBR and for emergency work. The next year's recommended funding is $65,000. In renovation, the South of Market Cultural Center was at a standstill due to delays in a Civil Service contract. It is our understanding that all contracts, even emergency contracts were delayed due to fiscal uncertainty. After review with Mr. Young, Director of the Plan Approval Division, Russell Abel from the Bureau of Architecture, and Adolph Rosekrans, plan architect, a special meeting is requested for the South of Market Cultural Center. The meeting will take place on August 18th at 2:30pm. At the meeting, the architect wishes to review the present and future programming plan within the framework of building code constraints. At the meeting, besides NAP Committee members, members from the Arts Commission's Civic Design Committee will be asked to attend so as to convey information and get input, as well as representation from the board and all staff of the South of Market Cultural Center.

The renovation funding recommended ($300,000) for the Mission Cultural Center is still intact. The lack of further renovation funding for both the Western Addition Cultural Center and the South of Market Cultural Center will delay further development at these facilities.

The $300,000 for the MCC will be for the passenger elevator and total upgrading of the electrical system. Funding for repair of the MCC freight elevator is also intact. Neither the painting of the north walls ($25,400.) and the major roofing repair that is needed for the Western Addition Cultural Center will be funded. A delay will also occur for the South of Market Cultural Center in a plumbing repair for the darkroom and graphic workshop area. It is our plan to do an extensive review of the maintenance work and to continue to improve on DPW's present repair systems.

PROGRAMS IN THE COMMUNITY

The Sunset District workshops have been attended very regularly (25 students) and the artwork that is being produced will be exhibited along with the work

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done at adjacent Parks and Recreation sites. Our efforts in the Sunset is to have the School District (A.P. Giannini), the Ortega Branch Library and the Parks and Recreation department to demonstrate their collaboration. Their first collaboration will be culminated at the "Summer Festival" to be held August 27.

The Chinatown Festival is receiving support from many artists. Commissioner Jo Hanson and Peter Rodriguez have been solicited for judging and selecting of artwork on August 30th.

Visitacion Valley's "Theaterworks" held its new series of children's plays on Saturday, July 16th. From youth participation, there seems to be a need for other activities. NAP will be starting a review process of the Visitacion Valley's program with the VVCC's administration. Visitacion Valley's Arts Festival did receive support from businesses in the area. Further development is also needed in the creative aspect of the festival. At Tenderloin Hospitality House, the foundation support of programs for the homeless and the arts program of the site are receiving increasing support. The Tenderloin Arts Festival (July 16) was well-attended.

NAP ADMINISTRATION

We are hoping to make up the delay in the Youth Apprenticeship Project. The new deadline for the report is August. The plan is to be able to share information with youth at the Youth Fair to be held September 3-5, 1988 in the Civic Center It is apparent that there are extremely few established opportunities for youth and our report will be to encourage the apprenticeship/or internship as well as give information to youth who may have interest in developing skills.

Working on the SCRAP II Project (Scrounger's Center for Re-Usable Arts Parts in planning with the School District and the CAO's Office, who are all assisting in rebuilding a board and business commitment to recycling of products such as paper and other industrial discards.

OTHER ADMINISTRATION NEWS

Pamela Sweeney from the Mayor's Office Criminal Justice Council has now written to the administration and board of the Western Addition Cultural Centr. She is requesting that contracts be finalized between the board and the residency companies. We hope the assistance of the Mayor's Office will continue to place pressure on the board, to finalize its policies, budget and to develop their own non-profit status. The center is very active. Its first Juneteenth festival was well-attended (6,000). The next large event will be the 3rd Annual Reggae Explosion. Both of the events should assist in the renewal of commitment to this cultural center.

At the Bayview Opera House, Gail Reid, the new Director is actively planning to 100th-year anniversary celebration for the building. Gail is conducting a survey seeking opinions about future programming. She has received commitments from the Parks and Recreation department to conduct a workshop in photography. Gail is also receiving the commitment of individuals who will be willing to assist in the formation of a new board. Gail will be present at the next Commission meeting to make a presentation.

AMT?fnb

City and County of San Francisco

Art Commission

Claire N. Isaacs
DIRECTOR

Memorandum

DATE: June 27, 1988

TO: Finance Committee - SF Arts Commission

FROM: Anne-Marie Theilen, Director - NAP

SUBJECT: Goals and Contributions: Arts Commission Public Arts Fund for cupgrading cultural center facilities and equipment 1988-89

BUDGET A

1) Bayview Opera House - Upgrading of lights for auditorium
2) Mission Cultural Center - Visual and performing arts studios repainting and supplies
3) South of Market Cultural Center - Exterior and Interior lighting for gallery
4) Western Addition Cultural Center - Installation of lights for theater opening

COST PER SITE: $2,500. TOTAL COST: $10,000.

BUDGET B

1) Bayview Opera House - Upgrading of lights for auditorium, multi-purpose room painting supplies, equipment repair - darkroom
2) Mission Cultural Center - Visual and performing arts studio painting supplies
3) South of Market Cultural Center - Silkscreen workshop area - light table and worktable, new ventilation
4) Western Addition CUltural Center - Installation of lights for theater and gallery opening, upgrading and repair of theater sound equipment

COST PER SITE: $2,500. TOTAL COST: $20,000.

(cont'd.)

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BUDGET C

1) Bayview Opera House - upgrading of lights for auditorium, multi-purpose room painting supplies, equipment repair for dance room, repair of sound mixing board, upgrade lighting darkroom and painting supplies
2) Mission Cultural Center - visual and performing arts studio supplies, repair of equipment, light and sound for theater and gallery, painting supplies for hallways, studios, galleries and lobby area
3) South of Market Cultural Center - exterior and interior lighting for gallery, silkscreen workshop light table and work table, new ventilation risers for theater, theater lighting improvement
4) Western Addition Cultural Center - installation of lights for theater and gallery opening, upgrading and repair of theater sound equipment, upgrading of light and sound equipment for theater, dressing room furnishing

COST PER SITE: $7,500. TOTAL COST: $30,000.

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THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

7/19/88

PROPOSED CRITERIA FOR FISCAL DISBURSEMENT OF FUNDING FOR TEN NEIGHBORHOOD PROJECTS FUNDED WITH AD VALOREM MONIES ALLOCATED TO THE NEIGHBORHOOD ARTS PROGRAM

TOTAL SUPPORT: $1,000.

This specific funding was created by Mayor Moscone. The projects were to assist ten neighborhood organizations and individual artists. The following criteria has been used to make final allocation decisions:

1. The project is to assist in the creation of an art piece that would benefit a specific neighborhood.

2. The project is to assist in the enhancement of a workshop or community event.

3. The project is to assist a volunteer effort that the community wishes to achieve.

The funding for the projects will be disbursed quarterly ($250 per quarter).

DISBURSEMENT PER QUARTER:

1. $125 will be to pay for the printing costs of 2 flyers ($62.50 per year) @ 8 flyers per year.

2. $125 will be disbursed to purchase supplies for workshops or events. There will be 4 events or workshop allocations per year.

Reviewed and approved, NAP Committee meeting 7/21/88

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THE ARTS
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Neighborhood Arts Program

DIRECTOR'S REPORT AUGUST 1988

NAP COMMITTEE: The NAP Committee met on August 18th at the South of Market Cultural Center. The meeting was held to discuss South of Market's renovation programming and space plans. Present at the meeting were Commissioners Paterson and Eichelbaum. The minutes for the NAP meeting are attached.

CULTURAL CENTER MAINTENANCE AND RENOVATION

The funding is finally approved for the Cultural centers maintenance at $55,00 for the year ($10,000 reduction). The directors of the Cultural Centers and NAP staff will be working on the maintenance list for 1988-89. The funding for the repair of the Mission Cultural Center freight elevator is still available ($15,000). In relation to maintenance, Rosekrans, cultural center project architect, has requested a TV exploration of the sewer line at the Mission Cultural Center. The center is periodically flooded due to back-up from the 1st floor sewer line. The only funding made available for renovation of the cultural centers is $297,000 for the Mission Cultural Center. The work to be done with the $297,000 will include the second floor only. It will upgrade the electrical system for the entire building, and will also make it possible for the installation of a public elevator making the building accessible to the handicapped on the 1st, 2nd and 3rd floors.

PROGRAMS IN THE COMMUNITY

The first annual Sunet/Parkside Summer Festival took place on August 27th. The project was impaired when then organization co-sponsoring the event notified the Parks and Recreation of the event. A permit was applied for as recommended by Parks and Recreation staff. Considerable unnecessary work was creat when it become apparent that without a precedent, SPEAKS organization needed to prove itself to Parks and Recreation. The festival was successful, the exhibits were of the artwork from the children's summer workshop and adult work from the Parks and Recreation site. The Ortega Library was very cooperative and Assemblywoman Jackie Speier actually gave a certificate of recognition to SPEAKS, the Library and NAP.

The Chinatown festival is to be held on the 10th of September. Thanks to Commission Hanson and Rodriguez, the artists have submitted some interesting work. The festivities will include performances and demonstrations. The planning process for the event, exhibits and workshops for the Visitacion Valley Tenderloin, Richmond and Sunset has begun for fiscal year 1988-89.

NAP is working with theSCRAP board of Directors in establishing a program in the fiscal year. The project will be receiving financial support from the CAO's Office. The board is also working with the School District and the Department of Public Works in assessing the possibilities of developing a site for the recycling of supplies that are usually discarded.

At the South of Market Cultural Center meeting, it was proposed by Commissioner Paterson that the Neighborhood Arts Committee meeting establish a periodic meeting at the Cultural Centers. It was also noted by other Commissioners that it would be helpful to all the cultural centers to be given the opportunity to host meetings. A review of these proposals will take place at the next NAP meeting.

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NAP ADMINISTRATION AND FUNDING

Grants for the Arts (Hotel Tax) did grant NAP the funding as requested in its proposal, of $121,000. The funding will be distributed according to the budget authorized by the NAP Committee.

Cultural Centers Contractual costs	$34,000.
Chinatown NAP	32,000.
Visitacion Valley	14,300.
Tenderloin Hospitality House	14,300.
SF Sheriff's Department - Re-Entry Project	14,300.
Potrero Hill Neighborhood House	7,700.
Sunset District	2,200.
Richmond Community Center	2,200.

The Youth Apprenticeship project report is finally completed. We will begin its distribution at the Youth Fair. NAP staff will be present to give a listing of possible youth apprenticeship placement with new artists in-residence funded by the California Arts Council. The project was difficult to focus, due to considerable reluctance from organizations that are interested in getting apprentices but have not, as yet, worked on the interviewing and evaluation processes. It is also apparent that the Art Soup publication (guideline to children's programs) will be less complex to work on because the organizations have benefitted from networking and have, in the last year, evaluated their programs.Duplication of projects is still apparent in certain areas of the city.

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THE ARTS
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Neighborhood Arts Program

DIRECTOR'S REPORT SEPTEMBER 1988

NAP COMMITTEE: The NAP Committee met on September 15. Present were Commissioners LaRocca and Eichelbaum. Sending regrets were Commissioners Paterson, Eichelbaum, Rodriguez and Rockrise. Minutes of the NAP Committee are attached.

The Committee members present and program directors of the Cultural Centers endorse the recommendation of staff and committee members. The regular monthly meetings will take place at community facilities. Schedule of meetings:

October 20th - Bayview Opera House 4705 Third St.
November 17th - Mission Cultural Center 2868 Mission St.
December 15th - Western Addition Cultural Center 762 Fulton St.
January 19th - South of Market Cultural Center 934 Brannan St.

RENOVATION AND MAINTENANCE - CULTURAL CENTERS: At the South of Market Cultural Center, the Bureau of Architecture, Adolph Rosekrans, project architect and NAP Staff met with the building inspector to give input for the architectural plan proposed and reviewed by the board and staff. We are planning meetings with the center program directors and maintenance staff to review maintenance and repair needs for fiscal year 1988-89. The funding for this year is $55,000. Priorities will need to be made. 90% of last year's maintenance list was completed by August.

PROGRAMS IN THE COMMUNITY: We are planning for the projects that were funded with Hotel Tax. We will be requesting each of the project coordinators to make a report to the NAP Committee in the month of January. The projects are: Chinatown NAP, Visitacion Valley, Tenderloin, SF Sheriff's Department, Potrero Hill Neighborhood House, Sunset and Richmond District. Other planning meetings include artists and or members of the boards or advisory board members.

NAP PUBLICATIONS : Our report on youth apprenticeships available city-wide in non-profit arts organizations (Beyond the Classroom) has been well-received. We are working on a poster to encourage high school students in participating and providing information to teachers.

Our intern from Brown University, Sojin Kim is presently working on future publications of our second "Sources and Resources for the Visual Artist". The last review of galleries and alternative spaces was publichsed in 1985. It is apparent that the resources listed in the publication were extremely helpful to artists. These included publications for artists, art consulting firms, a listing of alternative galleries per neighborhood and how-to's in preparing a portfolio, also resources on legal and technical services for artists.

NAP also has a deadline of October 30 to complete the CAC Artists-in-Residence Schedule. NAP has been asked by the California Arts Council to provide them with 500 copies of the schedule to be distributed to the participants of the conference of the National Association of State Arts Agencies, which will be held in San Francisco mid-November.

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COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

DIRECTOR'S REPORT NOVEMBER 1988

NAP COMMITTEE: At the NAP Committee meeting of November 17, held at the Mission Cultural Center, both Commissioners and program directors were either delayed or prevented from attending. The decision was made to cancel the meeting. The program directors present did distribute their program report. NAP staff have created a synopsis (ATTACHMENT A). The agenda for the meeting included a review of the Mission Cultural Center MOU compliance. The report was given to the Mission Cultural Center staff present and the following day, NAP notified the president of the board of Mission Cultural Center (ATTACHMENT B). The next meeting of the NAP Committee is scheduled for December 15th - Western Addition Cultural Center, 762 Fulton Street 4pm.

CULTURAL CENTER RENOVATION AND MAINTENANCE: NAP staff is finalizing the list of repairs and working with the Bureau of Architecture to begin the bidding process for the renovation that is to be done at the Mission Cultural Center. In capital improvement, NAP requested an amendment to the request for funding in 1989-90. The added work will be for the Mission Cultural Center's new heating unit for the 3rd floor of the center. For your information, the first floor does have heat for the second floor via an extension of heating ducts. However, according to the Bureau of Engineering and DPW, more units on the roof will be needed to be installed for the 3rd floor's heating needs. The estimate for the heating installation has been determined to be above what could be made available through our regular maintenance budget.

After the 1987-88 space heating difficulties, it was well known to staff of the Mission Cultural Center that the 3rd floor was not heated. The staff, however, did proceed in renting 3rd floor space for workshops to the School District. It is also our understanding that the School District was encouraged to complain about the lack of heat to the Mayor's Office. NAP has been working to remedy the situation for months, the difficulties have been explained and we will continue working with DPW. Advocacy will be needed from the Commissioners to have the capital projects budget approved.

At the South of Market Cultural Center, the security system has not been extended due to delays in the contract with Civil Service. However, the fire sprinklers are in operation for the building.

At the Bayview Opera House, the Navy was extremely helpful in light and sound equipment repairs and installation,they also painted and installed some bookcases and built a new podium on wheels for the stage.

COMMUNITY PROGRAMS: In Chinatown, the Advisory Group and staff is finalizing the program and a presentation will be made at their joint meeting in January. Programs are in planning at Potrero Hill Neighborhood House and NAP staff will assist in the submission for a new California Arts Council Artist-in-Residence. It will be difficult to replace Andrea Tucker-Hody. Andrea will be finishing her third year at the building. At the Richmond Community Center, we are planning with board members and staff what we hope will be a series of Saturday workshops for youth and young adults. At the Visitacion Valley Community Center, we met with the board members abd the director and all are in agreement that the Visitacion Valley Theaterworks program was not servicing enough youth and that possibly, visual and photographic workshops may reach more youth. NAP will also be

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assisting the VVCC beautification project. The project includes working with youth in graffiti clean up, mural painting and general improvement of neighborhood activities for youth. Supplies are needed.

FUNDRAISING/DEVELOPMENT: On October 21, NAP staff presented a fundraising plan to the Director, and staff was prepared to make a presentation to the Finance Committee (ATTACHMENT C). However, we were prevented from making such a presentation and have been given the understanding that NAP could only approach specific corporations for the next three months, and not foundations, for the development of the Youth Apprenticeship Project. Following this new development, NAP consulted Eunice Elton, working with the Mayor's Office and Youth Employment with corporation support. It is apparent that requests to MacDonalds, Seven-11, Thrifty, Walgreen's and the Mayor's Youth Fund will be in conflict with the youth job placement program that is currently in place through the Mayor's Office. NAP's Youth Apprenticeship project, at this stage, is not seeking funding to pay youth but rather, to work on planning and development of the program as outlined. It has been a fact that NAP has not received an increase in Ad Valorem funding (staff salaries, minor operating costs, $1,000 for community programs). The funding from Grants for the Arts, from which NAP receives 90% of its funding, does require that outside sources such as foundation and corporations also continue to support programs. The only source of program funding that remained with the NAP for the last ten years was the Levi-StraussFoundation.

When making our funding proposal to the Grants for the Arts, we will not be able to demonstrate progress in outside income, but will, according to the list, be reduced in income.

The result of the lack of planning in fundraising for programs in the Arts Commission has created within the Arts Commission competition and distress. NAP will continue to plan the Youth Apprenticeship project and at this time, can only proceed with foundations with the the other Arts Commission programs will not be in conflict, either with the Arts Commission, the Mayor's Office Youth Fund, or Eunice Elton's Job Placement program. It is for NAP, another complication. Nothing, however, is insurmountable.

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THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

CULTURAL CENTER PROGRAM REPORTS: November 1988

BAYVIEW OPERA HOUSE

The Bayview Opera House celebrated its official 100-year birthday October 4, 1988 with a special Centennial Day honoring the individuals who were responsible for building the opera house, those who were responsible for saving the building and having it declared an historic landmark. A special proclamation was made by Mayor Agnos designating October 4, 1988 as Bayview Opera House Centennial Day in San Francisco.

Events occurring in the month of October included a rap music concert and record-release party by and for the "Rapping Grandmamas", a choir music festival organized by the Bayview Opera House Community Choir, "Bits and Pieces" a production by the Young People's Musical Theater Company of the San Francisco Recreation and Parks Department, a dance and masked ball featuring the music of Conjunto Cespedes, and a benefit performance of "Secret Garden" by the Lilliput Players, a theater company for young people.

After-school programs continue in dance and photography, with photo classes taught by California Arts Council Artist-in-Residence David Major.

The Mayor's Office of Community Development awarded the center an $18,000 through its Neighborhood Center Rehabilitation Program.

MISSION CULTURAL CENTER

The center closed its Helguera exhibition on schedule, enabling it to travel on to East Los Angeles College, where it will begin exhibition late November. The center is now presenting a Day of the Dead exhibition, guest-curated by Rene Yanez, which includes installations by local, national and international artists. The Galeria Museo has re-scheduled its exhibition schedule, pushing back the originally-scheduled children's toy exhibit to December of 1989, and scheduling in its place the "Clima Natal Exhibition" focusing on the work of three contemporary Costa Rican artists. The theme of the exhibition centers on the Arias Peace Plan.

MCC Productions coordinated a number of special activities in the center's theater, which included the Women of the Americas Film and Video Festival, sponsored by Cine Accion; a presentation of a Eugene O'Neill plan in conjunction with the O'Neill Festival which took place in theaters city-wide, and "Mambo in the Latin Quarter" a fundraising event for La Raza Graphics.

WESTERN ADDITION CULTURAL CENTER

Sargent Johnson Gallery concluded the exhibition of works from the SF County Jail, and is currently presenting a group show of artists from the International Black Writers and Artists Association. Special events continue at the center. with a music workshop, conducted by Khevan Lennon-Onaje sponsored by the Children's Multicultural Museum, a reggae music concert to benefit the Jamaican Hurricane Relief Effort, and an upcoming exhibit of painting and batiks.

The center is now planning and coordinating tje first issue of its Sargent Johnson newsletter, highlighting gallery and other visual arts programs of the center. The first publication is scheduled for release January 17, 1989, and is part of WACC's gallery enhancement program funded by the NEA.

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THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

November 14, 1988

REPORT ON MEMORANDUM OF UNDERSTANDING BETWEEN THE ARTS COMMISSION AND THE FRIENDS OF THE MISSION CULTURAL CENTER

The following is a list of the MOU compliance attachments, and their current state of completion:

1. RESIDENCY APPLICATION FORMS - CRITERIA FOR SELECTION AND EVALUATION FOR ARTS ORGANIZATIONS AND INDIVIDUAL ARTISTS

   UPDATE: Residency application for groups (form completed). No evaluation procedure to date. Residency application for evaluation not available for individual artists.

2. PROGRAMMING PLAN 1988-89

   UPDATE: No submission to date.

3. BUILDING ORIENTATION - FOR PUBLIC ACCESS; FOR STAFF IN-HOUSE USE

   UPDATE: Public signs submitted. No public access policies submitted. No staff orientation for building submitted.

4. FEES AND DONATIONS (RATES FOR SERVICES AND SPACE USE)

   UPDATE: Not submitted to date.

5. PERSONNEL POLICY

   UPDATE: Completed. Requesting a letter or copy of minutes of the board giving final approval to policies.

6. INVENTORY OF BUILDING EQUIPMENT

   UPDATE: Not completed to date.

7. INSURANCE LIABILITY CERTIFICATE FOR 1988-89

   UPDATE: In negotiation with insurance company (at present, no insurance)

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THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

October 21, 1988

APPRENTICESHIP PROJECT · PROJECT OUTLINE

"Beyond the Classroom" a report of current apprenticeship programs for youth in non-profit arts organizations, is in distribution and networking is being encouraged between independent artists, organizations and the schools. The report was funded by the Arts Commission's Public Arts Fund. NAP, in 1988-89, will not be working toward a publication, but will be assessing the feasibility of re-establishing communication between youth that are interested in apprenticeships and work sites that need to re-evaluate their approach to youth.

NAP is in the planning process for the development and funding application for the apprenticeship project. The following foundations are under consideration: Zellerbach Family Fund, Levi-Strauss Foundation, San Francisco Foundation, Walter and Elise Haas Fund, Skaggs Foundation, Gerbode Foundation, and Northern California Grantmakers.

PURPOSE OF THE PROJECT: To develop a resource bank of students interested in further education through a master-apprentice relationship woth individual artists and arts organizations city-wide. To develop and sustain this resource through the support of both the apprentice and master.

MAIN PROJECT COMPONENTS:

I. Administrative Support
- for placement of young people with participating artists and arts organizations.
- for technical assistance to organizations who want to develop an apprenticeship program.

II. Apprenticeship Support
- training costs

PROJECT OBJECTIVES:

1. Develop a resource and creative alternative for young people through advanced education in the arts.
2. To provide training for young people in the arts cross-discipline,

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city-wide.

3. To promote the master/apprenticeship program as a means to further both organizations and school programs in outreach, audience development and employment development for young people.
4. To strengthen the network between the schools and the community for the benefit of young people.

FIRST STAGE FUNDING PLAN FOR 1988/89 - SF ARTS COMMISSION

The Arts Commisison programs reuired additioanlo funding from sources beyond the General Fund, government grants, and the Public Arts Fund. We have received information from each Program Director regarding suggested funds sources, icnluding projected needs. Certain sources can be aset aside exclusively for certain projects; in other cases, two or more of the programs suggested -- and appear to have possible interest for - the same funder. The Arts Commission should adopt a first stage plan to start the funding process for 1988/89.

The following should be set aside for the programs on an exclusive basis for 3 months:

	SOURCE	AMOUNT OF REQUEST	PROJECT
Gallery:	Security Pacific	$15,000	Outdoor Site
	Dept. stores (Macy's Emporium, Gap, Esprit, Banana Republic, Jessica McClintock)	2,000	"Rags" Show
	Jewitt Foundation	"	" "
	Charles Schwab		CAC Match
	Three commercial galleries	1,500	Centro Columbo Show
State/Local:	Gerbode	20,000	Arts Policy Plan
	S.F. Foundation	18,750	" " "
	Swig Foundation	20,000	Revolving Loan Fund
	Citicorp	20,000	" " "
	Goodman Lumber		" " "
	Standard Brands		" " "
	AT&T	Printing	Arts Policy Plan
	Tides Foundation		Multicultural Proj.
	Columbia Foundation		" "
	Rockefeller Foundation'		" "
	Calif. Lawyers for the Arts		Art House
Public Art:	Leff Foundation	Printing } AT+T Gerbode } PG+E	Market St. art
	Market St. Merchants Assoc.		" " "
Collections Management	Glendale Federal and group		Monument Restoration
	NEA Museum Programs		Fresco Seminar
	Fleischacker Foundation		Mother's House rest.
	Friends of the Arts		Monument Restoration
Arts Festival:	Pacifc Telesis	5,000	Children's workshops
	Wells Fargo	5,000	Exhibitions
	Chevron	5,000	Performances
	California First Bank	2,000	Purchase Prizes
	Pro Am Youth Fund	1,000	Youth exhibition
	PG&E	3,000	Posters/ in-kind printing
	Bernard Osher	3,000	Purchase prizes
	Metropolitan Life	1,500	" "
	Fluor Corporation	1,000	" "
	TransamericaCorp.	1,000	" "
NAP:	Friends of the Arts	8,000	"Art Soup"
	See page 3 for further discussion on NAP funding)		
	Seven 11, MacDonalds	4,000	Apprentice Intern
	Walgreens, Thrifty Drug	"	" "
	Mayor's Youth Fund	"	" "

Neighborhood Arts	Friends of the Arts	$8,000	"ARt Soup

The following sources have been identified by more than one program as ptential funders. There is a probability of these funders being interested in funding more than one project of the Commission. It is appropriate for the Director of the Commission to approach these funders with several projects, as indicated, to determine the extent of interest in each.

It is recommended that the following be consdiered "inclusive" sources, which might fund one or more projects:

SOURCE	PROGRAM	POSSIBLE PROJECT OF INTEREST
Gerbode Foundation (FY89/90)	NAP/ Administration (88/89 - State/Local Arts Policy Plan)	Youth Apprenticeship Program Development officer
Bank of America	Arts Festival Art Gallery NAP Gen. Administration (for distribution to programs)	
Citicorp *	State/Local * Arts Festival	Revolving Fund Printing
Skaggs Foundation	NAP State/Local	Youth Apprenticeship Program Multicultural Plan
Zellerbach Family Fund	NAP State/Local	Youth Apprenticeship Program Multicultural Plan
Haas Foundation	NAP Gallery	General community support and/or Yout Apprenticeship Program Outdoor sculpture site
Levi-Strauss	State/Local NAP	Revolving Fund Youth Apprenticeship Program
Friends of the Arts	Collections Management NAP	Monument REstoration "Art Soup" reprinting

(not a conflict, Friends could work on two projects, have already committed to MOnument Restoration and have shown major interest in "Art Soup")

In addition, explorations should be made to the following:

Koret Foundation
Hewlitt Foundation
S.F. Foundation for 1989/90 (after Arts Policy Plan grant has passed the cycle)
Bothin Helping Fund (for equipment - possibly NAP and Gallery)
Carter Hawley Hale
US Air
Atholl McBean
Sequoia Trust
Toyota

*State/Local should taek precedence but Arts Festival history should be noted. CT 11/7/8

As nearly all of the sources which NAP suggested are also under consideration for other programs, the effort must be made to balance all approaches so that NAP can be given full consideration.

It should be noted that most of the programs for which funding is being sought need the funds to match ongoing grants and to complete current 1988/89 budgets.

The NAP Youth Apprenticeship Program is in the beginning phase: funds are needed for an intern ($4000) but no final budget has been created for the project. Therefore, when approaching the funders, the difference in timing shold be noted. For example, it is entirely possible that Levi-Strauss, which is interested in "economic development" could be persuaded to fund the Revolving Loan Fund of the State/Local Partnership on a one-time basis, to fund the $4,000 internship for the Youth Apprenticeship Program, and to keep in interest in the development of the Youth Aprpenticeship Program for the next cycle of funding.

In discussing each potential grant with each funder, the funder should receive a sense of the history of its relationship to the Arts commission, programs it has funded in the past, whether it was satisfied or les than satisfied with the way the programs were carried out, with reporting, etc.

Attention must be paid throughout to ensure that each program receives consideration for its foremost priorities, especially in matching grants, salaries, and basic survival; then to ongoing programs, and then to startup of new programs.

Program Directors should be reminded that following research on each funder, they will need to prepare more detailed budgets if they have not for each funding approach.

It is assumed that all grants received will go through the Friends of the San Francisco Arts Commission and it is hoped that the Friends will also assist in making appropriate approaches when they have contacts with the funders.

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THE ARTS
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Neighborhood Arts Program

DIRECTOR'S REPORT December 1988

NAP COMMITTEE: At the NAP Committee meeting of December 16th (held at Western Addition Cultural Center), present were Commissioners Paterson, Eichelbaum, and LaRocca. The program directors also present were Charles Byrd, and Gail Reid. SOMAR Director James Kjorvestad was ill and Mission Cultural Center Director Juan-Pablo Gutierrez was absent.

The minutes of the meeting are attached. The next meeting is scheduled for January 18th at the South of Market Cultural Center, 934 Brannan Street, at 4pm.

CULTURAL CENTER RENOVATION AND MAINTENANCE: NAP staff met with DPW Administration and submitted the revised listing of maintenance projects to be done at the four cultural centers. NAP, for the present, does receive a far more detailed monthly report of the expenditures that have occurred at each site for any given month. This does assist us in the planning needed at each site. We have a meeting scheduled in March to review the list of requested work to insure progress. It is apparent that DPW craft managers are more aware of the buildings' wish to have better preventive maintenance. The difficulties, however, are still that at the present, the buildings have either part-time or no staff dedicated to maintenance, and in reality, DPW does send in staff to do upkeep and repairs work that could be done by maintenance staffing at each of the buildings. To avoid duplication of work by BBR, we have requested that each building's administration encourage their part-time staff to actually perform some of the lighter repairs that were asked of DPW in the past. To further encourage this, NAP will be providing purchase orders to each building for maintenance supplies. At present, we are setting up a TPA (Term Purchase Agreement) with Sinclair Paints, which will, in turn, give NAP a good price for paint purchase.

In renovation, we are still delayed in the completion of the sprinkler system hook-up at the South of Market Cultural Center. To continue future planning, we have a meeting with the board to do a last review of the Master Plan before presentation to the Civic Design Committee in January. For the Mission Cultural Center, the Phase III construction planning is progressing (work done in this phase: passenger elevator to the 3rd floor, upgrading of building's electrical system - $300,000).

NAP does not have a finalized estimate of the funding that will be needed to provide the Mission Cultural Center with a heating unit for the 3rd Floor. However, we have clarified with Calvin Malone that the request will be included in the capitol improvement budget for 1989-90.

At the Western Addition Cultural Center, we met with Parks and Recreation and DPW/Bureau of Architecture staff and requested again that the parking lot fence adjacent to the mall that is proposed to be renovated be also considered for renovation work. It is the opinion of the community that the constant damage and lack of security in and around the site adversely affects social activities in the area. Should contingency funding be available, we are requesting that the fence be seen as a priority.

COMMUNITY PROGRAMS: In Chinatown, a presentation will be made in January by the Advisory group that focuses on facilitation programming. It is expected that the Chinese Culture Foundation will be wishing to start a much closer working relationship on CNAP programming development.

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The Visitacion Valley Community Center has been delayed in their hiring of part-time music and visual arts instructors. However, the plan for arts activities has been finalized for the center by both board and staff. We are also providing assistance to the Potrero Hill Neighborhood House for a theater artist-in-residence for the Potrero Hill Neighborhood House. At the Richmond District Neighborhood Center, the board and staff are planning to lengthen the Saturday series of visual arts workshops which take place March through May. The workshops will produce art works that will be part of the Richmond district arts festival in June. A portion of the workshop series and festival is being supported through the Arts Commission's Public Arts Fund. In the Sunset district, we are planning the Children's Summer Workshops and festival. An additional $500 will be made available for a special seniors photography project in the Ortega Library. We have attached to this Director's Report a copy of the Certificate of Recognition given to three organizations who organized the series of workshops and festivals in the Sunset district.

FUNDRAISING/DEVELOPMENT: At previous meetings held by the Finance Committee, and in the first stage planning for 1988-89 to the Arts Commission staff. It is proposed that the Friends of the Arts engage in fundraising for the publication of the revised edition of "Art Soup". NAP is requesting that a joint meeting be held between the Finance Committee and Friends of the Arts so as to ensure joint planning for all programming. NAP needs this meeting to clarify the funding approaches that may be taken. It is also apparent, in speaking to Friends of the Arts that the priorities and roles need to be clarified.

As to the funding for the apprenticeship project, we are proceeding with an evaluation with private and public schools as to the appropriateness of the project, the need, the kind of placement with artists that would be appropriate.

SPECIAL PROJECT: NAP is working with the non-profit organization which is advocating for a revival of SCRAP (Scrounger's Center for Re-Usable Arts Parts). Two representatives from the CAO's Office are working as advisory to this board. Also on the board is a representative from the Parent/Teacher Association and a few merchants who are interested in working toward recycling materials, and demonstrations of how to re-use materials such as paper.

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California Legislature Assembly

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Presented To:

SUNSET-PARKSIDE EDUCATION AND ACTION COMMITTEE
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COMMUNITY SPIRIT AND GENEROSITY IN SPONSORING
THE FIRST ANNUAL SUNSET-PARKSIDE SUMMER FESTIVAL.
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ARTISTIC INTERESTS OF THE YOUTH IN THIS COMMUNITY.

Place and Date:

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AUGUST 27, 1988

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Assembly District
California State Legislature

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THE ARTS
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Neighborhood Arts Program

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DIRECTOR'S REPORT - January 30, 1989

NAP Committee met on January 19th at the South of Market Cultural Center.

Commissioners present: Paterson, La Rocca, Eichelbaum, Rodriguez
Program Directors present: Kjorvestad, Byrd, Reid, Gutierrez

The minutes of the meeting are attached.

Next meeting: Bay View Opera House, 4705 Third Street. February 16th at 4 pm.

CULTURAL CENTERS MAINTENANCE AND RENOVATION:

The Mission Cultural Center phase III renovation ($300,000) is progressing. The Bureau of Architecture will possibly begin work in July. They are still deciding on a definite date. Due to considerable difficulties in communication, a report was prepared for the board members. NAP is also suggesting that the Director of the Mission Cultural Center attend the NAP meeging in order to receive monthly progress reports. NAP will be preparing a written renovation report periodically.

At the South of Market Cultural Center, it appears that the work still needed to connect the security system to the fire prevention system may be completed this next week. The South of Market design and definition for phase II is progressing.

A presentation will be made to Civic Design in March. The Mission Cultural Center, the Western Addition Cultural Center, and the South of Market Cultural Center will then have in place a completed plan for the building renovation completion. It is apparent, however, that funding for all these buildings will need to be done in small increments. All the buildings will be able to submit a cohesive plan for the next years proposal for Capital Improvement (budget to be finalized in October 1989). We are working with the D.P.W. engineer and Bureau of Architecture to finalize the budget for the Mission Cultural Center's heating system (2nd, 3rd, and 4th floors). The request for funding will be in Capitol Improvement this fiscal year (1988-1989).

COMMUNITY PROGRAMS:

Visitacion Valley is finally interviewing (52 applicants) for their visual arts program, as is the Richmond Community Center (20 applicants). NAP is also planning with the Sunset District for both the summer workshop series for children and the festival that is to take place in August.

We would now like to produce a poster advertising the neighborhood festivals. The poster would state the location and dates of the events. It will showcase the Tenderloin, Visitacion Valley, Potrero Hill, Chinatown, Potrero Hill, Sunset and Richmond district festivals. The poster will be helpful to these organizations and will also assist in raising the participation of local merchants and neighborhood audiences. All the festivals or neighborhood fairs feature the participation

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of children. The organizations that are setting up the events will use it to showcase their art centers and programming. Eventually, we hope that programming for their yearly activities can be better understood and supported. In both the Tenderloin and Sunset district, it is apparent that artists are participating in order to involve themselves in community affairs and to encourage the appreciation of their craft, rather than for any sort of financial benefit.

NAP ADMINISTRATION:

With the assistance of Sojin Kim, an intern from Brown University, NAP completed "Sources and Resources for the Visual Artist". The reprinting of the alternative gallery guide has been a goal of NAP since 1987 and with funding from Hotel Tax, we were able to print 3,000 copies. The first printing (750) in 1985 was exhausted in two months. We have enclosed a copy for your information. Should you wish to receive more copies, please call NAP. The distribution is free.

We are presently working on a reprinting of "Basic Facts to Grant Writing", which was first printed in 1983. It is apparent that networking among individual artists is essential for many artist groups. We are working with the Foundation Center on this small publication.

In development and fundraising for the apprenticeship project, we are continuing to survey public and private schools to communicate the possibility of placement with arts organizations and artists for training opportunities. We are also working on a letter of interest to the Northern Foundation, which is the only foundation that NAP stated it would be approaching. The Northern Foundation was not listed in the Arts Commission Director's Fundraising/Development Plan.

In the last months Director's report, we were requesting to attend a joint meeting with the Finance Committee and Friends of the Arts Commission, so as to clarify the collaboration between the Friends and NAP staff in order to raise funds for the reprinting of the children's arts organization network, "Art Soup". We regard this project as one of the priorities for our program and we are still waiting for the Friends of the Arts Commission to clarify their position.

At the next NAP meeting, we will be requesting that the cultural centers submit a financial report on the funding provided by the Arts Commission's Public Arts Fund for their building site improvement in 1987-1988 ($5,000).

THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

MISSION CULTURAL CENTER RENOVATION AND MAINTENANCE REPORT January 1989

In response to the December 5th and December 16th meetings, NAP, at both meetings, gave a verbal report to all attending.

However, it is apparent that the present system to convey information: NAP Committee meetings, minutes, and Director's Report is not sufficient for your board to know what is taking place. We are now proposing a periodic report to board members as a more appropriate means to share information.

The issues raised in the November 7, 1988 letter, which was given to us on December 9 were:

1) freight elevator
2) timeline for Phase III of renovation
3) Allocation for carpeting and seating
4) Heating for 3rd and 4th floors
5) How to help bring heat to the building

1. FREIGHT ELEVATOR

Capital improvement request $17,500 (1987-88); Awarded $15,000 in 1988. The Department of Public Works is negotiating with Imperial Elevator. The delays have been created by the following conditions:

a) Previous MCC administration misuse of the elevator equipment. The State Elevator Safety inspection office made a negative report and survey on the freight elevators usage and equipment condition. The freight elevator was locked at the request of the State. The contract negotiation for $15,000 between Imperial Elevator and DPW is requiring further survey. Neither the elevator company or DPW wants to be responsible for unlocking the door.
b) It is our understanding that the lock has been removed and that the elevator company is wishing to create a safe elevator that is not a liability to them or to the city once it is repaired.

2. TIMELINE FOR PHASE III OF RENOVATION

According to the architects, Rosekrans and Associates, the project may go to bid by April or May. If all goes well, construction to start in July. The construction description:

a) The passenger elevator shaft is ready for the next phase of construction for elevation to the 2nd and 3rd floors. A temporary wall on the 1st floor will need to be removed, the hydraulic plunger installation will disrupt activity in the lobby temporarily. On the 2nd floor, the heating units installed in the elevator mechanical room will need to be removed. On the 3rd floor, the elevation installation design requires an exit leading into the dance studio (request from MCC). A lobby will need to be built to separate dance activities from the elevator access area.
b) All electrical units are to be renovated to code. The conduits to new sub-panels for all floors is part of the work. The main service panel

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will be in from the front sidewalk. The installation will be in the same space. The space being somewhat restricted, it will require changing the panels to be on the opposite wall of their present location. The entrance door leading to the theater will be moved. The electrical panels for the 2nd floor will be moved from their present location to next to stairway 3. On the 3rd floor, it will be moved from the hallway to the back stair landing area and on the 4th floor, from the storage area to the permanent wall (Room 410).

3. ALLOCATION FOR CARPETING AND SEATING

In the capital improvement budget 1988-89, an allocation of $19,000 is requested to provide for seating and carpeting per design for the MCC Theater, The design needs revision to include railings. Additional funding is needed for railings escalation cost and specification, construction management and contingencies. This funding will complete the funding that is needed for seating and carpeting.

4. & 5. HEATING

In the capital improvement budget for 1988-89, it is requested to install additional air handling heating units (5) for the 2nd, 3rd and 4th floors. These units are to be installed on the roof. The estimate will be provided by DPW Engineering, with consultancy for Bureau of Architecture and Rosekrans and Assoc. Funding will also be required for construction management and contingency estimate will be included in the capital improvement budget for 1989-90. We have attached the fan schedule as worked out in the mechanical plan.

In addition to these issues, for your information, in the capital improvement budget for 1988-89, we also have a request for the Mission Cultural Center first floor bathroom plumbing repair. This repair must be done before carpeting and seating is installed in the theater. The work is to increase the sewer capacity for the entire building. The estimate for this plumbing work is $48,000.

I hope this report will be helpful.

FAN SCHEDULE

FAN TAG	MFR'S CAT. NO.	SERVICE	FAN CAPACITY						MOTOR				OPER. WT. LBS	REMARKS
			CFM	O.V.FPM	RPM	PRESS IN W.G. S.P. OR T.P.	BHP	WHEEL SIZE INCH	H.P.	VOLT	PHASE	RPM		
AH-1	TRANE CAB #25	2ND, 3RD & 4TH FLOOR	12520	1900	648	2.5	8.3	25 FC	15	208	3	1750	2800	PROVIDE WEATHERTIGHT CONSTRUCTION
AH-2	TRANE CAB #35	2ND, 3RD & 4TH FLOOR	16800	1550	950	2.5	10.6	30 AF	15	208	3	1750	3900	PROVIDE WEATHERTIGHT CONSTRUCTION
AH-3	TRANE CAB #14	3RD FLOOR	6100	1220	823	2.5	4.22	20 FC	7.5	208	3	1750	1800	PROVIDE WEATHERTIGHT CONSTRUCTION
AH-4	TRANE CAB #6	3RD FLOOR	2930	3000	1271	2.5	2	12.25 FC	5	208	3	1750	1000	PROVIDE WEATHERTIGHT CONSTRUCTION
AH-5	TRANE CAB #6	2ND FLOOR	2630	1350	1300	2.5	1.83	12.25 FC	3	208	3	1750	1000	PROVIDE WEATHERTIGHT CONSTRUCTION
EF-1		TOILET												
EF-2		DARK ROOM												
EF-3		PRINTING ROOM												

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THE ARTS
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Neighborhood Arts Program

NAP DIRECTOR'S REPORT MARCH 1989

NAP COMMITTEE: The NAP Committee met on March 16th at the Mission Cultural Center. The meeting minutes are attached. The next NAP Committee meeting will take place at the Western Addition Cultural Center 762 Fulton Street Thursday, April 20th, at 4pm.

The NAP will be making a special presentation at the Arts Commission meeting of April 3rd. Our presentation will be a re-affirmation of goals and projections for future needs and program development. NAP staff prepared an overview report that was provided to the Commissioners.

CULTURAL CENTER MAINTENANCE AND RENOVATION: Mission Cultural Center's Phase III renovation is progressing (project allocation $300,000). The NAP Office received a notice from the Finance Committee of the Board of Supervisors directed to the Bureau of Architecture, and its new architectural representative, Robert Hiss. The notice was to place on the Finance Committee agenda a request from Supervisor Gonzales' Office to have a report on the present status of renovation for the Mission Cultural Center. The pressure that is being excercised is coming mainly from the fact that the building is without heat on the 3rd floor.

For the record, it is also apparent that due to the lack of electrical power, there are individuals who are trying to correct what they decide to be a misfunctioning heating system rather than a heating system that in reality cannot accomodate the need.

The South of Market Cultural Center is having renewed difficulties in connecting the security system. The Bureau of Architecture has been requested to make a review of the present electrical installation and make a recommendation.

NAP met with the Department of Public Works Bureau of Building Repair administration and reviewed the listing of maintenance repairs still needed at the centers. We have attached the listing for your information. (ATTACHMENT A). This listing is now only 40% complete. Our deadline for completion of June 30th. This is so that we can avoid having unalloted funding recaptured in the general fund. It is also our understanding that the DPW work crews will be allowed to hire workers from the hiring hall directly. This new method of replacing workers with DPW will make the work at the Cultural Centers much faster, it is hoped.

CAPITAL IMPROVEMENT REQUEST FOR FUNDING: The budget priorities were reviewed amd submitted to Calvin Malone (ATTACHMENT B). It is apparent that Capital Improvement budget distribution will be even more prioritized than last year. The centers will be extremely luck is the listing and the projects are funded entirely. Advocacy is needed for all the centers. Specific appeals for individual sites would not be an appropriate stand in view of the fact that the Commission/NAP has now developed architectural designs for all sites, and each site have very acute needs for maintenance.

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PROGRAMS IN THE COMMUNITY: The Richmond District Neighborhood Center has set up their series of multicultural children's arts workshops (ATTACHMENT C). Sign up for the classes has been very heavy, and enrollment is now closed. In the Sunset district, the Summer Arts Classes planning is underway. The Ortega Library has been extremely helpful in recruiting, planning, and in overall coordination with SPEAK (the organization sponsoring the classes and festival).

NAP is working with a Project 20 graphic artist who is preparing a poster design illustrating the five neighborhood festivals (Visitacion Valley, Tenderloin, Sunset, Potrero Hill, and Richmond districts). The poster will give credit to both the Arts Commission Public Arts Fund which is providing funding for the festivals and to Grants for the Arts for the programming that is being provided to hire artists to teach workshops in those communities. The poster will be ready by mid-April.

NAP ADMINISTRATION: NAP met with the Apprentice Alliance, an organization we have assisted for the last three years. The purpose of our collaboration is to re-establish a vital, creative system for youth and adults wishing to be apprentices in the arts. The Alliance will be concentrating on placement of 18 to 21 year olds, while NAP will be working with the School District and communities. We will be assisting in the coordination and placement of youth between the ages of 14 to 18 years of age. Both the Alliance and NAP have been encouraged by the San Francisco Foundation to pursue this collaboration of efforts.

At the last meeting of NAP, we reported our efforts to the cultural centers We also distributed a listing of the organizations that are presently working with the School District as potential work placements. NAP also provided the School District as potential work assignment for youth placement. The teens will be given school credit for the community services they would be providing when working at a community site.

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A

Neighborhood Arts Program

COMMISSION OF SAN FRANCISCO

MAINTENANCE/REPAIRS LIST: NEIGHBORHOOD CULTURAL CENTERS 1988-89

LOCATION	TYPE OF REPAIR	REPAIR DESCRIPTION
WACC	Carpentry	1) repair interior door leading to 3rd floor fire escape 2) repair hole in wall of Costume Bank (2nd fl. 3) complete repair of shelf above sink (3rd fl. women's bathroom) 4) repair door to third floor conference room (hallway)
SOMAR	" "	1) repair rollers on side rear sliding door (gallery entrance) 2) install smaller exit door in side rear sliding door
MCC	" "	1) replace door jam (3rd floor - Studio A)
BVOH	" "	1) repair partitions (bathrooms - men's and women's - first floor) 2) repair main entrance doors - wood splitting on frames
SOMAR	PLUMBING	1) repair water line - rusted elbow joint (1st floor) 2) install water line - rear of building (1st floor) 3) clear drain - install new grate in patio gutter 4) survey 2nd floor plumbing for extension of water line into studio area
BVOH	" "	1) repair leaking sink pipe (kitchen - main floor) 2) clear slow drains - photo workshop 3) repair leaking pipe (photo workshop bathroom)
WACC	GLAZING	1) replace broken window - dressing room (1st floor theater) 2) replace window section mission in main administration office (3rd floor) 3) replace 13 cracked/broken window panes (Rm. 2A - 2nd floor) 4) replace 5 cracked window panes (Rm. 3A - 3rd floor)

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		5) replace 5 cracked/broken window panes (Conference room - 3rd floor) 6) replace broken window - theater furnac room and office (1st floor) 7) replace 3 cracked window panes (hallwa 2nd floor) 8) replace 5 cracked/broken window panes (3rd floor resident company office)

BVOC

WACC	ELECTRICAL	1) repair light circuit in theater storag room (1st floor) 2) repair damaged electrical conduit (Room 2c, 2nd floor)
SOMAR	" "	1) survey and assess electricity for heating systems (1st floor)
MCC	" "	1) cover/insulate floor outlets (gallery 2nd floor) 2) install light switches (3rd floor musi room and Studio B) 3) replace bulbs - emergency exit signs (all floors)
WACC	SHEET METAL	1) replace vents to theater office (1st floor, 3rd floor office and fire escap door) 2) repair metal screen on windows (Room 2 2nd floor) window cannot open
BVOH	HVAC	1) increase air flow in building's main heater (pressure is too low)
SOMAR	" "	1) provide maintenance check of main furnace, replace filters (1st floor) 2) re-install heater vent outlet in reception office (1st floor)
WACC	" "	1) repair/replace themostats for theater (1st floor, Room 2d, 2nd floor, Room 3 and administrative office - 3rd floor)

		2) adjust air flow in center's main heating system (installed 1986) 3) repair heating unit (3rd fl. Conference rm.)
WACC	PLASTERING/MASONRY	1) repatch holes (2nd. fl. wall) 2) repatch holes (Rm. 2a - 2nd fl.) 3) repair base wall supporting 1st floor gallery windows
BVOH	" "	1) repair and replace tiling and masonry (main floor bathrooms) 2) repatch holes in walls (main floor bathrooms)
WACC	LOCKSMITH	2) 1) repair door closing mechanism (2nd fl. rest-rooms) 1) 2) repair door closing mechanism (northwest fire escape door leading from stairs - 2nd fl.)

B

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Recreation and Park
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DIRECTOR
Claire N. Isaacs

March 15, 1989

MEMORANDUM

TO: Calvin Malone - Dept. of City Planning
FROM: Anne-Marie Theilen - Neighborhood Arts Program
RE: Capital Improvement - Priority Recommendations for Essential Maintenance Work at the Cultural Centers

1. MISCELLANEOUS FACILITIES MAINTENANCE PROJECTS $85,000.
Four neighborhood cultural centers.

2. PLUMBING REPAIRS - Mission and South of Market $58,000.
for center sewer line (MCC) and SOMAR plumbing backflow prevention device.

3. HEATING SYSTEM INSTALLATION - Mission Cultural $216,800.
Center.

4. WINDOW REPAIRS - South of Market and Western $42,000.
Addition painting of north wall.

*5. SEATING AND CARPETING - Mission Cultural Center. For plans and specification and construction management for installation of theater rails for seating and carpeting area. $19,000.

6. TOTAL ROOF REHABILITATION - Western Addition $96,000.
Cultural Center.

*This request needs to be separated from the Mission Cultural Center improvements request ($966,600 - Year I) funding remains in Bureau of Architecture ($30,000) for seating installation. Building Code requires installation of railings in the theater before non-fixed seating is provided. This type of seating arrangement is a request from the Mission Cultural Center board.

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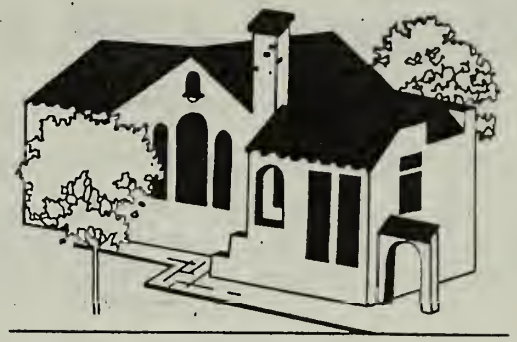

VISUAL ARTS WORKSHOPS

INSTRUCTOR	DATE	WORKSHOP #	PROJECT
Tina Cash	3/4	1	Native American Sand Painting
Brian Wolfe	3/11	2	African Mask Making
Michelle Irwin	3/18	3	Chinese Water Color Painting
Meryl Jones	3/25	4	Hand Made Paper
Sigi Torinus	4/1	5	Traditional Jacks From France
Claudia Tennyson	4/8	6	Native American Totem Poles
Michelle Irwin	4/15	7	Indian Fabric Printing
Claudia Tennyson	4/22	8	Fish Printing
Sigi Torinus	4/29	9	Mexican Lace Cut-Outs
Claudia Tennyson	5/6	10	Japanese Boy's Day Kites
Michelle Irwin	5/13	11	African Spinning and Weaving Techniques
Noppanart Nuchnoui	5/20	12	Ceramic Magnets

PERFORMING ARTS WORKSHOPS

INSTRUCTOR	DATE	WORKSHOP #	PROJECT
Adam Beck	5/6	1	Drama For Children
Emilie Moon	5/13	2	Puppetry
David Magidson/Steve LaBounty	5/20	3	Clowning
Maria de Columbia/Jesse Adams	5/27	4	Brazilian Dance

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Neighborhood Arts Program

NAP DIRECTOR'S REPORT APRIL 1989

NAP COMMITTEE: The NAP Committee met on April 20th at the Western Addition Cultural Center. The meeting minutes are attached. The next NAP Committee meeting will take place at the South of Market Cultural Center, 934 Brannan Street, Thursday, May 18th at 4pm.

CULTURAL CENTER MAINTENANCE AND RENOVATION: The Mission Cultural Center's Phase III renovation is progressing. The Public Works Committee of the Board of Supervisors tabled the request by Supervisor Gonzales for a review of the Mission Cultural Center past and future renovation work. Mr. Rosekrans, project architect, and the Bureau of Architecture were represented at the meeting. It is apparent that the meeting is to place pressure for the Mission Cultural Center heating system. This allocation is the priority for funding request to capitol improvement, regardless of the other health issues presented with the other MCC project - sewage pipe replacement for the first floor bathrooms, which have been overflowing due to expanded use of the center and its theater. The dilemma for the cultural center is the funding available for renovation in this fiscal year. Calvin Malone's office has not given a positive reading for the funding request that addresses all the priorities for the Mission, South of Market and Western Addition Cultural Centers. The total request is $528,500.

In maintenance, the DPW - Bureau of Building Repair's lack of an early response to the needs expressed by the cultural center directors and building staff may cause our budget for maintenance and repair to be reclaimed by the city.(In 1988, the City Controller's Office issued a new ruling that funding appropriated for specific repairs needs to be expended within the fiscal year of the allocation.)To speed up the process of repair, we submitted a more comprehensive list of needs (October 1988) and met with BBR staff periodically to monitor results. There are many difficulties inherent in DPW's system and the need to have building management staff at all the centers. Many jobs requested by the centers are perceived by DPW as jobs that could be done by the center's staff. South of Market Cultural Center has a building manager who also has a role with the center's gallery. However, regardless of his competence and the amount of work he does do for the center, he is not a building maintenance staff person by trade. It is our understanding that the Mission Cultural Center will be hiring a building manager and not a production manager as in the past. At the Western Addition Cultural Center, the building staff person has a multitude of roles. At the Bayview Opera House, there is no funding for other than a part-time technician for events. All staff at this center do maintenance, including the director.

NAP staff is now meeting monthly with BBR to complete allocation of the maintenance and repair funds in our budget for cultural center projects, and to make sure critical life-safety repairs are expedited. Day-to-day emergency repairs, such as the continual problem with MCC's plumbing are responded to when called in by our office, as well.

For the general information of the Commission, it is part of the Memorandum of Understanding with the cultural centers for the centers to have staff who do building maintenance.

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PROGRAMS IN THE COMMUNITY: The poster for the neighborhood festivals was delayed. However, printing is underway and should be mailed to the Commission by mid-May. The neighborhood festivals are funded by the Arts Commission's Public Arts Fund at $2,500 each, and support festivals in Visitacion Valley, Richmond, Sunset, Tenderloin and Potrero Hill. These festivals have become a focus of attention and most serve as a way to generate the interest of the local business community, churches, social groups and local artists. NAP will be distributing the poster to the San Francisco Neighborhood Coalition president and elected officials. For the festivals, the community organizations involved have workshops for students and recruit other organizations. At Visitacion Valley, the recruitment for students for its music, photography and visual arts classes has been slow due to the parents being reluctant to send their children unattended in the streets. The Visitacion Valley Community Center director is asking her board to make presentations in the community to encourage class participation.

SPECIAL REPORT - Bayview Opera House: On Thursday, April 20th, the Whitney Young Circle Child Development Center presented a children's opera called "Persephone". While visiting, it was apparent that the evening was a big attraction locally. It was standing room only. The music score and the costumes were a hit with the parents. The Mayor visited this event and announced in a radio show that morning of the event happening at Bayview, which helped increase the audience and press coverage for this event. There were some technical problems with the sound system, but voluntary assistance from members of the community helped to make the sound system work.

To operate a theater space, program events and ongoing classes with the $46,000 from Grants for the Arts is irrealistic. The staff is overworked, and undercompensated. Fundraising has been slow to develop for the center, due to the past lack of management and the neighborhood itself. Bayview Director Gail Reid is working to establish a board and re-establish the center non-profit status. Due to the lack of funding, considerations are being made to close down the center for a number of weeks at a time and place where programming is so desperately needed. The alternative is to close the center in September. The NAP Committee will need to review this at its next meeting.

NAP ADMINISTRATION: NAP is working with the SF School District on the San Francisco School Volunteers program, and doing presentations in high school classrooms. In the Western Addition Cultural Center, a report prepared by Pamela Sweeney from the Mayor's Office, which at first was not acted upon, was recently pursued by Ms. Sweeney to address supposed wrongdoings by the cultural center staff and board.

After meeting with Ms. Sweeney and Claire, and being informed that the Mayor was about to appoint a task force about this issue, I, in the role of NAP Director, without authorization from the Director of the Arts Commission wrote a letter to Deputy Mayor Everhardt. Due to my leaving on vacation, I felt that it was imperative for WACC board and staff to meet with Everhart. A meeting was coordinated by Claire in my absence (vacation) with the WACC board and Everhart on Friday, April 21st. However, Mr. Everhart excused himself due to pressing other business. At the meeting, it was the recommendation of both Claire and myself that the WACC board, on their own, set up a special meeting to counter the very negative and unfairly presented facts about the building operations. The report to Mr. Everhart appears to have been motivated by the continuous conflict that exists between the center's resident companies, Charles Byrd the director and the lack of recognition of the center's board role. The distribution of this report would not be appropriate at this time.

It is also apparent that certain resident companies are late in their rental payment to the centers ($50 to $150 a month). The affects of one resident company who had called a boycott from community residents on the center is still being felt in attendance for events and workshops. A meeting between the WACC board and Mr. Everhart and a response from the board on its efforts for the center should assist in reassuring the Mayor's Office.

As to NAP's role in this dilemma, it remains again to support the board and staff of the centers who have been entrusted with the responsibilities of operating and programming of these facilities. Our letter to Mr. Everhart is attached.

YOUTH ARTS FESTIVAL: Now in its 3rd year, this project is a partnership between the School District, the Education Fund, the DeYoung Museum, and the Arts Commission/Neighborhood Arts Program. NAP's role in the festival this year is to assist the festival director and oversee the planning process taking place. The Youth Arts Festival is funded in part by the Kennedy Center for the Performing Arts, Chevron USA, Wells Fargo, Pacific Telesis, the McKesson Foundation, and hopefully, Grants for the Arts. In-kind contributions in the form of staff time is being given by the DeYoung Museum, the School District, the Asian Art Museum and the Arts Commission/Neighborhood Arts Program. The festival is scheduled May 17-21 at the Music Concourse.

In order to continue increasing the art demonstration projects' potential for the festival, NAP has solicited the interest of 25 artists who will participate all or part of the event's five days. NAP is also planning to mail 2,000 invitations Bay Area-wide and will be assisting the art demonstration artists with purchase of supplies for their festival projects.

On Saturday, May 20th, a special Youth Arts Festival demonstration day has been set as a special day for teachers to attend and receive from artists special encouragement for projects that are possible to do in classrooms. Teachers will be given special identification buttons to recognize their participation and their role in educating children. The artists names will also be listed and distributed for future resource-sharing between teachers and artists. The demonstrations will include crayon-rubbing, poetry, bookmaking, wood-glue sculptures, paper mosaics, Chinese brush painting, drawing, mask-making, paper folding, science art and a walk-through maze for arts appreciation. The role of the participant in the DeYoung Museum's apprenticeship project will be important in preparation and hanging of the festival artwork in the museum.

The Commissioners will be receiving an invitation to attend the special gala opening at the DeYoung Museum. A visit to the exhibit, arts demonstrations and performances will give the Commission a chance to appreciate the quality of artwork that is being produced by the city's children.

AMT/fnb

Neighborhood Arts Program

April 7, 1989

MEMORANDUM

TO: Claude Everhardt, Deputy Mayor
FROM: Anne-Marie Theilen, Director - Neighborhood Arts Program

For your information, a meeting requested by Pamela Sweeney took place April 6th, 1989 in City Hall. The purpose of this meeting was to discuss and to inform the Arts Commission and the Neighborhood Arts Program that a report had been prepared for the Mayor's Office on the Western Addition Cultural Center (dated September 22, 1988 - SEE ATTACHMENT A).

In previous meetings with Ms. Sweeney, NAP staff had considerable, unwarranted accusations made about the style of work that NAP was employing in order to do its work. In response to the accusations made by Ms. Sweeney, the NAP Director did communicate to her that her conduct was unacceptable (SEE ATTACHMENT B - Correspondence from NAP 6/23/88). For the record, the Western Addition Cultural Center has a board of directors (SEE ATTACHMENT C - Supporters of WACC Board List), and we have constantly recommended to Ms. Sweeney that she should be communicating directly to the board any complaints or concerns in the operation of the center. To date, we have not received any of the correspondence, and was given the copy of the 9/22/88 report to your office for the first time at the April 6th meeting.

After the confrontational meeting of April 6th, I have had the opportunity to confer with administration and board members of WACC. It is everyone's recommendation that the board members of WACC should be given the opportunity tp respond to the September 22, 1988 report. Our office is therefore not requesting a directive or a review from the Mayor's Office.

However, due to the fact that at the meeting, Ms. Sweeney did state that the Mayor's Office was about to appoint a task force to look at the issues that had been brought up in the report, our office is requesting that such appointments be delayed until our office and the board members of WACCC have had a chance to respond to the allegations of misconduct that have been introduced.

In view of the fact that the center has had considerable difficulty in finalizing resident company contracts, we are now assuming that Ms. Sweeney's role in the affairs of the Western Addition Cultural Center is actually related to one organization which wishes to assume more of a role in the affairs of this cultural center.

AMT/fnb

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THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

DIRECTOR'S REPORT MAY 1989

NAP COMMITTEE: The NAP Committee met on May 18, 1989 at the South of Market Cultural Center. The meeting minutes are attached. The next NAP Committee meeting will take place at the Bayview Opera House, June 15th, 4pm - 4705 Third Street.

CULTURAL CENTER MAINTENANCE AND RENOVATION

Maintenance: After review with the cultural centers of the listing of maintenance done or pending, a new list for each cultural center was provided to DPW. Progress was made in the month of May. It is apparent that the funding ($55,000.) will be exhausted by July 1st. The remaining work to be done is stairway painting for WACC and replacement of damaged doors and windows. SOMAR's gallery door needs repair and adjustment to facilitate access, while Mission's floors and doors, and Bayview's doors and plumbing need repair attention.

Our monthly meeting to review the progress of repairs and the cultural centers' ability to open their doors to accomodate DPW repair crews remains a crucial issue. WACC has purchased paint and is awaiting the Sheriff's Department crews to paint. As of yet, we have not received invoices from the Mission Cultural Center for paint purchase. The dance area for which the Commission allocated $5,000 from Public Arts Fund money to paint still remains unpainted.

Renovation: The Mission Cultural Center's Phase III renovation remains on schedule according to the Bureau of Architecture. The item introduced by Supervisor Gonzales at the Public Works Committee of the Board of Supervisors was heard at its meeting of May 17th. Unfortunately, when checking with the Board of Supervisors clerk, I was told that the matter would be tabled. The hearing did take place and the matter was introduced. According to the Bureau of Architecture, the complaints aired at the hearing had to do with maintenance and delays in work. MCC Director Juan-Pablo Gutierrez spoke of the inadequate funding. He also made a plea to have the cultural centers be under the Department of Public Works rather than the Arts Commission. This is our understanding from the Arts Commission Director who received the report from the Bureau of Architecture. It was expected that at the meeting, presentations would be made on the lack of heating units and renovation. Supervisor Gonzales is requesting to introduce an ordinance to change the responsibility of the cultural centers from the Arts Commission to the Department of Public Works. At our last inquiry of the Bd. of Supervisor's clerk's office after the meeting. Initial contact has been made by Supervisor Gonzales office with the City Attorney's office to investigate the legal ramifications of this transfer.

In 1988, the same motion was introduced to Supervisor Gonzales by Commissioner Rockrise and the Arts Commission Director. The proposed ordinance was reviewed by the City Attorney, the Director of Public Works, Calvin Malone and the CAO's Office and was not recommended due to the liability that it would create for the Department of Public Works to respond to the needs of each cultural center without input from the Arts Commission. The Director of Public Works ruled against the motion due to the fact that Public Works

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does not own facilities and only responds to work orders from city department owners of the building. The Bureau of Architecture is not responsible for building repair and their relationship to Bureau of Building Repair is not supervisory in nature.

Calvin Malone, who oversees and makes recommendations for the capital improvement of city buildings, spoke of the administrative cost for Building Repair to be in charge of administration. Administration coordination costs would amount to 20% of the overall project costs. This would increase the load on the already tight city budget.

In an effort to understand this issue from the Mission Cultural Center side, I spoke to Francisco Alarcon, president of the board of FMCC. He reported that Juan-Pablo Gutierrez was to speak about renovation delays. No mention was made that maintenance had been the issue. I reminded the FMCC president that the Memorandum of Understanding which I understood that board had approved, clarified roles and responsibilities in maintenance and renovation. He had no knowledge of the of the fact that Juan Pablo Gutierrez, MCC Director, had stated that the board was in agreement with the MOU as worded when in fact, the board had given Juan Pablo the new wording for inclusion in the MOU.The changes do not refer to maintenance except to state that as requested, the Mission Cultural Center will employ a maintenance employee. For your information, NAP has been reporting the lack of maintenance in the building to the staff for the last two years and at the time when DPW crews come in to do the work, the part-time maintenance person was not made aware of the requested work. The building staff did not do the upkeep needed to maintain the property. We have attached the MOU recommendations from the Mission Cultural Center.

In view of the fact that the City Attorney and NAP Committee review is now needed and in light of the ordinance that is proposed by Supervisor Gonzales, it would appear that the MOU is not ready for recommendation for approval in June. Also, please find attached the Board of Supervisor's notice for the Public Works Committee - please note the proposed legislature from Supervisor Gonzales.

Further News in Maintenance: The freight elevator contract was finally cleared up and work is now being done ($15,000 for a $17,500 contract). The supplementary allocation was taken out of general maintenance. However, we had to receive approval from the City Controller and the contract with the elevator repair company had to be re-negotiated and approved by Civil Service.

MOU Meeting: At the May meeting of the NAP Committee, Commissioners arrived late and all had to depart from the meeting early, therefore, the Committee was not able to recommend finalization of the South of Market Cultural Center Memorandum of Understanding. This MOU with the Arts Commission will be for a two-year period.

NAP Administration: In the Youth Apprenticeship Project, following the plan prepared by the Arts Commission Director, NAP made contact with the Skaggs Foundation. It has been recommended that NAP send a letter of intent. It is extremely unfortunate that NAP did not have the opportunity to review the proposed plan for the apprenticeship project, either with the NAP Committee or the Director. It is a fact that we were first told our letter should be submitted June 30th. It is now our understanding that the letter of intent is due June 1st. During our absence from the offices during the Youth Arts

Festival, we were not aware that the Finance Committee was holding a review of all funding action on May 31st.

Programs in the Community: The poster for neighborhood festivals appears to have been well-received. We have mailed copies to all the neighborhood associations. The Visitacion Valley Festival was a success. More artists and local businesses participated in the event and the parade that took place in the commercial area was well-attended. The VV Festival took place May 20th. The Richmond District is holding their children's Saturday workshops in art, and are very successful. Planning is taking place for Richmond Festival, scheduled for June 3rd.

South of Market Special Report: For four years, NAP has been working with Trust for Public Land and their board members advocating with Park and Recreation for a commitment for open space funding. Finally, plans are being made to purchase the 3.5 acre parcel of land located next to the South of Market Cultural Center to build a park. The allocation of $2.5 million was committed as part of the 15th annual open space aquisition. The purchase and re-making of a park on this land is extremely important due to the fact that renovation code would have required the closing of all windows on that side of the building. It is still unclear as to whether or not plumbing lines for the building may be partially located on that property.

BOARD of SUPERVISORS

City Hall
San Francisco 94102
554-5184

May 26, 1989

File 308-87

Claire Isaacs, Director
Art Commission
45 Hyde Street
San Francisco, CA 94105

Dear Ms. Isaacs:

The Public Works Committee, at its meeting of May 16, 1989, held a hearing to consider status of renovation of the Mission Cultural Center.

At that time Supervisor Gonzalez expressed his concern regarding the deterioration of these buildings because of numerous maintenance problems. It is his intention to request that legislation be prepared by the City Attorney which would remove the the responsibility of the maintenance of these four buildings from the Art Commission to the Director of the Department of Public Works.

Since this matter is within your jurisdiction, it is being referred to your office for review and any comments you may wish to make.

This matter was continued to the June 20, 1989 Public Works Committee meeting. Any recommendations or comments you may desire to make should be made prior to this date.

Sincerely,

Mary Anne Bulen
Mary Anne Bulen
Acting Clerk of the Board

cc: Supervisor Gonzalez
Public Works Committee
Anne Marie Theilen

MISSION CULTURAL CENTER
CENTRO CULTURAL DE LA MISION

2868 Mission Street · San Francisco, CA 94110
(415) 821-1155 Administrative Office, Galería Museo
(415) 821-0119 Mission Gráfica

May 25, 1989

Ms. Ann Marie Thielen
Director
San Francisco Arts Program
45 Hyde Street
San Francisco, CA

Dear Ms. Thielen,

The Board of Directors of the Mission Cultural Center met to revise the Memorandum of Understanding which will be forwarded to the SF Art Commissioners.

The following changes have been recommended by our attorney and the revised changes would read as follows (the changes are italicized and only those sections revised are noted. All other sections do not have any revisions.):

Sec. III. 1. The funding that the Friends of the Arts receives on behalf of the FoMCC will be transferred and distributed according to the *Friends of the Art's guidelines.* It is understood that there will be a charge for fiscal management of funds transferred from the Friends of the Arts (also known as the Friends of the San Francisco Arts Commission) to FoMCC.

Sec. III. 3. The FoMCC will submit a *quarterly* fiscal report and an annual report to the Commission.

Sec. III. 4. All *financial* records of the FoMCC's relation to activities carried out pursuant to this agreement will be retained by the corporation in its principal place of business and will be available for inspection by the Commission *President* on ten (10) days written notice specifying which documents need to be

inspected and the purpose for inspection. FoMCC will provide the Commission with access to all necessary source documents for a financial audit of the operation of the FoMCC under this Memorandum, such as checks, bank statements, receipts, invoices, contracts, journals, and financial statements which support cash, collections, disbursement revenues and expenses, as well as appointment and payroll records for personnel. *No documents of the privilege or confidential nature such as personnel records are subject to the provisions of this section.*

Should the corporation dissolve, all records will be turned over to its successor who will be informed of and bound by this provision; should there be no successor, the records will be turned over to the Commission, who will retain the records for five (5) years from the date of dissolution.

Sec. IV. PERSONNEL

1. *Friends of the Mission Cultural Center will employ a building maintenance employee,* as required by the Commission, to carry out its facilities maintenance obligation. In addition, one employee must be responsible for bookkeeping and reports.

Sec. V. POLICIES AND PROGRAM SCHEDULE

2. Programming must be responsive to the needs of the community, as stated in the By-laws of the FoMCC and as described in the Program Plan. (second sentence deleted)

Sec. IV. EQUIPMENT

1. The equipment owned by the Commission and *on site at the MCC* is presently the responsibility of the FoMCC. (no changes in second sentence)

Sec. VII. INSURANCE REQUIREMENTS

1. A & B no changes
   C. completely delete.

2 & 3. no changes

XII. BUILDING OCCUPANCY *AT THE MCC*

1. The Mission Cultural Center, at the completion of Phase II *of the renovation,* will be 352 persons maximum occupancy for the 1st floor (142 seats), a 49 person occupancy for each of the 2nd, 3rd, and 4th floors, with a total occupancy of 499 people in the building at any given time. The FoMCC will need to comply with assembly occupancy as detailed by City Code.

Sec. XIII. MEMORANDUM OF UNDERSTANDING - NEGOTIATION PROCESS

1. The Memorandum will be reviewed yearly. *The Art Commission agrees to commence negotiations for a long term agreement within three months of the expiration of this agreement.*

The rest of the M.O.U. does not have any further changes.

Respectfully,

Juan Pablo Gutierrez /MS

Juan Pablo Gutierrez
Executive Director

April 27, 1989

The Honorable Members
of the City Planning and
Recreation and Park Commissions
City and County of San Francisco

Dear Commissioners:

Herewith transmitted is the fifteenth Annual Open Space Acquisition and Park Renovation report containing the recommendations of the General Manager for the expenditure of approximately $14 million in funds budgeted under the 1989 - 1990 Program. While this represents the final year of the original Open Space Program begun in 1974, I am most pleased to note that this important program has been continued for another fifteen years.

With regard to new projects, the largest single allocation in this Program is $2.5 million towards the allocation of the 3.5 acre parcel located on 9th Street between Brannan & Bryant in the South of Market. The long-established plan for the South of Market has included the need for a large grassy park in the area. When the opportunity arose to acquire this ideal site, the Committee and I felt compelled to proceed while it was available.

Another major component of this year's budget is the continued funding commitment to several major acquisition and development projects, the large scopes of which have required multiple annual allocations. These include funding for the Chinatown Park, the Richmond Recreation Center, a new playground in the Tenderloin, the development of the Washington and Hyde minipark in Chinatown and the acquisition of additional parcels at the India Basin shoreline park. Most of these acquisitions are proceeding smoothly including the Tenderloin site at 570 Ellis Street, several of the India Basin parcels and the Sutro Annex school site on 19th Avenue in the Richmond District. Unfortunately, the long-anticipated acquisition of the Chinatown Park site is still awaiting eminent domain action in the courts. On a happier note, the equally long-awaited South of Market Park and Recreation Center is scheduled for completion this July.

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Neighborhood Arts Program

DIRECTOR'S REPORT JUNE 1989

Due to the cancellation by the Arts Commission Director of the Neighborhood Arts committee meeting of June 16, 1989, Commissioner Fowler, hearing the frustrations of many, requested from the Department of Public Works that they instead attend a special meeting on Friday June 30th. The meeting (attached minutes) was helpful but not so conclusive that the Commissioners could vote on Supervisor Gonzales' resolution. However, due to the deadline given to the cultural centers by the Supervisor, the directors were encouraged to add to the resolution any language that would be appropriate to their need. Due to the ultimatum given to the NAP Director by the Arts Commission Director and in view of the fact that the Arts Commission Director was urging the passing of the Supervisor's resolution, NAP staff did not play any role in this decision-making process. At the full Supervisors meeting of July 3rd, it was planned by the cultural centers to have a unified presentation and to give the best professional position possible.

In the last few weeks, all have objected to the lack of planning process and that the resolution was pushed without having given anyone a clear understanding of the impact of this policy change. It is apparent that NAP staff has been placed in a position to be resented when attending a public meeting.

At the presentation, Supervisor Kennedy placed in motion an attachment to the resolution stating that she was urging the Mayor to consider the sale or long-term lease of the Western Addition Cultural Center for the use of the African American Society and the Wajumbe Cultural Institution (a residency organization in the building). After harried consultation between the Arts Commission Director, Board of Supervisor members, and Juan Pablo Gutierrez all pressing to separate the two issues, it was decided to proceed with the two items separately. Supervisor Kennedy's attachment motion was made without any notification to the Commission, its Director, or the NAP staff, neither was the board of the Western Addition Cultural Center or its staff notified. I was asked by Claire Isaacs for a recommendation after the decision to proceed with two separate motions had already been made.

My comments and recommendations were:

1) To delay the resolution in view of the fact that the Arts Commission as the governing agency should review and endorse in-house policies as a department resolution.
2) That Supervisor Kennedy's resolution not be presented to the Mayor's office without community input or without the presence of the Western Addition Cultural Center representation.
3) I questioned the resolution for facilities maintenance transfer as worded when it had not been reviewed or had received input from the Commission staff or the Department of Public Works.

Both resolutions will be presented to the Mayor and the CAO Office for a response within 10 days.

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In the next few weeks, regardless of the resolution outcome, Fe Bongolan and I will be planning with the cultural centers and DPW to remove NAP from facilities maintenance assistance role and work to ensure this transfer of maintenance to DPW. It will be difficult to see how the cultural centers will be given the special attention they feel is deserved under control of DPW who manages 300 buildings. We have concerns about the Cultural Center/Arts Commission/Neighborhood Arts Program overview of the maintenance budget expenditure being adequate to address all future maintenance needs of the four different centers. The work that was done by NAP in the last two years such as the work order system and accounting procedure by Bureau of Building Repair will assist. However, for the cultural centers, the biggest difficulties will be when they have specific repair emergencies that are over each center's budget. The hours of building activities and the need for better maintenance at each site is also a concern.

Supervisor Kennedy's recommendation of the Western Addition Cultural Center transfer was predictable as being part of the continuous difficulties between one residency organization and other community groups who are seeing the center finally being successful in programming and in reaching the community. Supervisor Kennedy's damaging comments included the fact that she wanted all members of the Board of Supervisors to be given a copy of a report that had been prepared on the state of the building by the Mayor's Office. This document, prepared by Pamela Sweeney, was reported about to the Commission in the NAP Director's Report of May 1989. In it are allegations about the Western Addition Cultural Center's lack of building maintenance, unsubtantiated reports of mismanagement, and charges of racism by the NAP administration. The report, as mentioned in May, was not circulated by the Mayor's Office, and the board of the Western Addition Cultural Center met with Deputy Mayor Everhart to address the report issues raised directly. The report, which was prepared in September 1988, was not seen by the NAP office until April of 1989.

Unfortunately, it seems that our office has been put under tremendous strain by being placed in a limited position to address these issues, reacting to the accusation of insubordination, and the continued dissatisfaction of some and the manipulation methods of others. This Director's Report does not include the positive programs that are now taking place at other community sites. NAP was not able to review with the NAP committee the funding plan that was submitted to Dennis Rumsey at his request (see attached). We are submitting this for review before the next NAP and Finance Committee meetings.

AMT/sk

At the time of the preparation of this report, the minutes were still being transcribed. As a result, the minutes will be mailed to you separately.

Neighborhood Arts Program

June 20, 1989

NEIGHBORHOOD ARTS PROGRAM FUNDING PRIORITIES - PUBLIC ARTS FUND 1989-90

NARRATIVE

1. Neighborhood Festivals

Five community festivals developed for underserved districts of the city, shich showcase the visual and performing arts of the specific communities in the neighborhood. All festivals coordinate activities with their local busines communities and schools, thus unifying the neighborhoods and their residents through the arts, and ensuring community reciprocal support for Arts Commission events and programs.

This year's neighborhood festivals are proposed for the Tenderloin, Visitacion Valley, Potrero Hill, Sunset and Richmond districts. Estimated attendance is 2,000 to 4,000 per event.

TOTAL ESTIMATED AUDIENCE - NEIGHBORHOOD FESTIVALS 15,000

2. Young People's Apprenticeship Program

Propose support for publication of a quarterly newsletter and coordination assistance for placement of youth in arts apprenticeship projects city-wide with non-profit arts organizations and individual artists.

Project objectives: 1) develop a resource of creative alternatives for yout through advanced training opportunities in the arts; 2) provide training for youth in all arts disciplines, city-wide; 3) promote the apprenticeship concep as a means to further audience and employment development in the arts for part cipating arts organizations; 4) strengthen the cooperation between the schools and the arts community for the benefit of youth.

PUBLICATION DISTRIBUTION (quarterly) - 1,000
ESTIMATED POPULATION SERVED (youth/quarterly) - 50
ESTIMATED POPULATION SERVED (orgs./indiv. artists/quarterly) - 50

3. Neighborhood Arts Resource Projects

Support for projects to stimulate specific communities, arts organizations, and art leaders in the community to participate and assist in the promotion of future arts programs. The aim is to have the interaction to create a collaborative environment for future arts festivals, visibility for the Arts Commission and Friends of the Arts Commission.

This year's neighborhood resource projects focus primarily on multicultural children's arts programs in the Richmond and Sunset districts, and for a serie of workshops for children covering the techniques and practices of artists fro the city's culturally-diverse community.

TOTAL POPULATION SERVED - NEIGHBORHOOD ARTS RESOURCE PROJECTS - 5,000
(estimated audiences and participants)

(SEE ATTACHMENT A - BUDGET: NAP PAF REQUEST 1989-90)

45 Hyde Street, San Francisco, California 94102 (415) 558-3463

Neighborhood Arts Program

APPROVED CRITERIA FOR FISCAL DISBURSEMENT OF FUNDING FOR TEN NEIGHBORHOOD PROJECTS FUNDED WITH AD VALOREM MONIES ALLOCATED TO THE NEIGHBORHOOD ARTS PROGRAM

TOTAL SUPPORT: $1,000.

This specific funding was created by Mayor Moscone. The projects were to assist ten neighborhood organizations and individual artists. The following criteria has been used to make final allocation decisions:

1. The project is to assist in the creation of an art piece that would benefit a specific neighborhood.

2. The project is to assist in the enhancement of a workshop or community event.

3. The project is to assist a volunteer effort that the community wishes to achieve.

The funding for the projects will be disbursed quarterly ($250 per quarter)

DISBURSEMENT PER QUARTER:

1. $125 will be to pay for the printing costs of 2 flyers ($62.50 per @ 8 flyers per year.

2. $125 will be disbursed to purchase supplies for workshops or events. There will be 4 events or workshopsallocations per year.

NAP Committee Review and Approval 7/19/88

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NEIGHBORHOOD ARTS PROGRAM PUBLIC ARTS FUND REQUEST 1989-90

1. NEIGHBORHOOD FESTIVALS		
° Tenderloin District	$3,000	
° Visitacion Valley	3,000	
° Potrero Hill	3,000	
° Sunset District	3,000	
° Richmond District	3,000	
SUBTOTAL - NEIGHBORHOOD FESTIVALS	$15,000	$15,000.
2. YOUNG PEOPLE'S APPRENTICE PROGRAM *		
° Quarterly Newsletter publication	2,500	
° Coordination/Assistance - apprenticeship placement	4,000	
SUBTOTAL - YOUTH APPRENTICESHIP PROGRAM	6,500	6,500.
3. NEIGHBORHOOD ARTS RESOURCE PROJECTS		
° Children's Multicultural Museum workshops (3 community sites)	3,500	
Richmond District Creative Arts Program	1,500	
° Sunset District Creative Arts Program (neighborhood history project)	1,500	
SUBTOTAL - NEIGHBORHOOD ARTS RESOURCE PROJECTS	6,500	6,500.
TOTAL NAP REQUEST - PUBLIC ARTS FUND		$28,000.

* NAP is planning to submit a proposal to the SF Foundation for funding of the Apprenticeship Project for $5,000. Should the proposal be successful, NAP will propose to re-allocate additional funding to the Neighborhood Arts resources for projects for other areas of the city. The new projects will be reviewed by the Neighborhood Arts Committee.

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Neighborhood Arts Program

DIRECTOR'S REPORT AUGUST 1989

NAP COMMITTEE: The NAP Committee meeting took place at the Mission Cultural Center on August 31, 1989. The next NAP meeting is scheduled for September 21, 1989, 4:00 pm at the South of Market Cultural Center, 934 Brannan Street.

CULTURAL CENTERS: The NAP Minutes are attached to this report.

The NAP staff is working on a facilities management transfer and has redefined the NAP staff responsibilities. NAP will continue to assist the cultural centers in this new phase of their development.

The cultural centers are still needing clarification regarding the working relationship between the cultural centers and the Department of Public Works. According to the Cultural Center Resolution that was signed by the Mayor, the cultural center boards and staff will be able to submit Capital Improvement funding requests directly to the Department of Public Works. Both NAP and cultural center staff are anxious about deadlines and the timing of the site survey by DPW staff.

We will be meeting with DPW on September 8th and have requested that the cultural centers prepare a list of work that is needed.

PROGRAMS IN THE COMMUNITY:

Sunset District - The Sunset District summer arts workshops were vey well attended. A community festival was held on August 26th. The performances by local artists were well received, and most importantly, the student art work from the workshops was displayed.

Potrero Hill Neighborhood House - The neighborhood festival will be held in October and it is receiving support from the local businesses and neighborhood artists. Michael Rios, who is working with students at the center, has designed a poster for the event. Michael Rios has also painted a mural for the Neighborhood House that was highly praised.

In August, there was a celebration for the birthday of Enola Maxwell (Arts Commission Awardee in 1988).

Visitacion Valley - The workshops are not well attended. NAP will be requesting a meeting with the board and staff to assist in recruitment of students and continue an evaluation of programs.

ADMINISTRATION: NAP is completing a survey of the community programs and their development according to our list of criteria. We will be reveiwing the criteria for the programs selection and

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for review and evaluation at the next NAP meeting.

The Mission Cultural Center Memorandum of Understanding was reviewed by the Cultural Center Director and by the Arts Commission Director and Com. Mesa-Bains. It was recommended for approval by the Arts Commission. The MOU will be from September 1989 to June 30, 1991. The compliance documents such as, program plan, policies and procedures about the building and programs will be attachments to the MOU and will be provided at the time of signature. The recommendation for a longer time period was made by Com. Mesa-Bains.

We will be applying for support for the NAP Youth Arts Apprenticeship program from the SF Foundation, which has encouraged us to apply for a grant. It is our understanding that the Finance Committee of the Arts Commission will be meeting in September and can review the application. We are concerned not to delay funding the program, which will also delay the Apprentice Alliance in their planning. We have continued to work with the School Volunteers on this project.

We are concerned, in general about the funding of the overall programs of the NAP, which include six neighborhoods and city-wide projects, and look forward to working with the Commission over the next few months towards a long-range fundraising plan for NAP, and how this will be coordinated with other Commission programs.

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